



ACT Government Gazette

Gazetted Notices for the week beginning 25 May 2017

VACANCIES

ACT Electoral Commission

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 Electoral Commissioner

2.4 \$251,597 - \$262,652 depending on current superannuation arrangements, Canberra (PN: 02308)

Gazetted: 29 May 2017

Closing Date: 19 June 2017

Details: The ACT Electoral Commission is an independent statutory authority. It is responsible for the conduct of elections and referenda for the ACT Legislative Assembly and for the provision of electoral advice and services. The Commission comprises a Chairperson, the Electoral Commissioner and a Member, all of whom are officers of the Legislative Assembly, reinforcing the Commission's independence from executive government.

With the pending retirement of the current Commissioner, an experienced and respected senior executive is sought to lead and manage Elections ACT. The Electoral Commissioner, as Chief Executive Officer, drives operations under the strategic guidance of the full Commission. The Commissioner also has sole responsibility for specific functions under the Electoral Act and other legislation, including the conduct of elections; maintenance of the ACT electoral roll; and registration of political parties. The Commissioner is supported by a small team of full-time staff, with the assistance of additional seconded and casual staff during election periods.

To succeed in this challenging role, high order leadership, communication, negotiation, representational and interpersonal skills are required. Serious contenders will have a broad understanding of Australia's democratic and electoral systems, particularly the ACT's system of government and its electoral system, together with the gravitas and record of achievement to ensure public confidence in the independence of the office. Experience in electoral systems; management; or public administration is essential.

Executive Capabilities: Section 12 of the *Electoral Act 1992* sets out the process of appointment of members of the Electoral Commission by the Speaker of the Legislative Assembly on behalf of the Territory. Under the Act, a person appointed to the position of Electoral Commissioner must have extensive knowledge of and experience in electoral systems or management; or public administration. Furthermore, the Act precludes the appointment of anyone who is or has been at any time in the previous 10 years, a member of the ACT Legislative Assembly, the Commonwealth Parliament or the legislature of a State or another Territory. A person who is or has been at any time in the last 5 years, a member of a political party is also not eligible for appointment.

Note: The successful applicant may be appointed for a period of up to five years and is eligible for re-appointment. To apply please review the Application Documents.

Applications close on Monday 19 June 2017.

Contact Officer: Moiya Ford 0418633352 moiya.ford@fordkelly.com.au

Calvary Health Care ACT (Public)

Clare Holland House

Palliative Care

Registered Nurse 1 Night Duty

Registered Nurse Level 1 \$75,196 - \$ 84,888, Canberra (PN: TBA)

Gazetted: 31 May 2017

Closing Date: 6 June 2017

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

Contact Officer: Lynne O'Callaghan (02) 6264 7300 lynne.ocallaghan@calvary-act.com.au

Reference: 15113

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

Social Work and Psychology

Social Work

Social Worker

Health Professional 3 \$87,257 - \$ 91,942, Canberra (PN: TBA)

Gazetted: 31 May 2017

Closing Date: 6 June 2017

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

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

Reference: 15093

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

Clare Holland House

Palliative Care

Registered Nurse 1 Night Duty

Registered Nurse Level 1 \$75,196 - \$ 84,888, Canberra (PN: TBA)

Gazetted: 31 May 2017

Closing Date: 6 June 2017

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

Contact Officer: Lynne O'Callaghan 02 6264 7300 lynne.ocallaghan@calvary-act.com.au

Reference: 15114

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

Workplace Health and Safety

Injury Management Advisor

Admin Service Officer 5 \$74,081 - \$ 78,415, Canberra (PN:TBA)

Gazetted: 31 May 2017

Closing Date: 14 June 2017

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

Reference: 15178

Contact Officer: Brea Richardson 02 6201 6750 Brea.Richardson@calvary-act.com.au

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

Patient Services

Outpatient Clinic

Accounts Receivable Officer

Admin Service Officer 3 \$60,039 - \$ 64,616, Canberra (PN: TBA)

Gazetted: 31 May 2017

Closing Date: 14 June 2017

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

Reference: 15159

Contact Officer: Tristan Snow 02 6264 7272 Tristan.Snow@calvary-act.com.au

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

Canberra Institute of Technology

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

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

Student and Academic Services

Student and Academic Services Management

Data Analyst

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38560)

Gazetted: 31 May 2017

Closing Date: 7 June 2017

Details: Canberra Institute of Technology (CIT) Student and Academic Services (SAS) provide a range of support services to CIT students and teachers including support for planning and continuous improvement. The Data Analyst will contribute to CIT planning and continuous improvement primarily through activities related to the development and implementation of a data strategy. This role also requires administration of required evaluations and surveys (internal and external) reporting to CIT executive, funding bodies and/or regulators on evaluation progress and outcomes. 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: Desirable: Relevant higher level qualifications in data analysis or data management. Knowledge of Educational Standards for VET and the Higher Education. Understanding of Data governance and management standards.

Note: This is a temporary position available until 29 December 2017 with the possibility of extension. Applications addressing the criteria should only be two pages long with the contact details of two referees. Selection may be made from application and referee reports only.

Contact Officer: Anita Wesley (02) 6207 3593 anita.wesney@cit.edu.au

CIT Technology and Design

CIT Creative and Design Industries

Head of Department – Creative and Design Industries

Manager Education Level 1 \$116,494, Canberra (PN: 51854)

Gazetted: 29 May 2017

Closing Date: 12 June 2017

Details: Canberra Institute of Technology (CIT) Technology and Design are looking for an exceptional Head of Department for the newly amalgamated CIT Creative and Design Industries Department. The Head of Department will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals and will contribute to the strategic goals of CIT. The Head of Department will need to exercise collaboration and initiative in the management of department resources; oversee the management and guidance of departmental staff; manage the quality, efficiency and effectiveness of training and service delivery; demonstrate leadership in establishing collaborative relationships with key stakeholders, and ensure all interactions of the department are consistent with the CIT cultural traits. 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: 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.

All managers at Manager Education Level 1 or Manager Education Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or its successor). Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Bachelor of Education, Management or relevant higher level qualification and Diploma/Advanced Diploma in one or more Design or Art disciplines is desirable.

Contact Officer: Fiona Dace-Lynn (02) 6207 3741 fiona.dace-lynn@cit.edu.au

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

CIT Student and Academic Services

CIT Education Services

Head of Department Education Design and Technology

Manager Education Level 1 \$116,494, Canberra (PN: 51712)

Gazetted: 30 May 2017

Closing Date: 6 June 2017

Details: The Education Design and Technology Department within CIT Education Services, as part of the CIT Student and Academic Services Division, drives education leadership and support in blended and online learning and education design across CIT by fostering innovation in education and delivery to improve student outcomes. It is expected that the Head of Department, Education Design and Technology, will achieve this by establishing

effective partnerships and collaborations with CIT teachers and other staff and other interested stakeholders. In addition, the Head of Department will also work as a member of the Education Services Management team providing strategic direction and operational management across Education Services and more broadly to the Student and Academic Services Division to achieve department, section and divisional goals. 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: All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or its successor). Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Industry experience: Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Desirable: Bachelor of Education, Management or relevant higher level qualification.

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

How to Apply: Applications addressing the Selection Criteria should only be two pages long with the contact details of two Referees. Include certified copies of qualifications with application.

Contact Officer: Anita Wesley (02) 6207 3593 anita.wesley@cit.edu.au

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

Business, Tourism and Accounting

Business Administration

Business Administration Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51530)

Gazetted: 29 May 2017

Closing Date: 12 June 2017

Details: CIT Business Administration department is looking for an exceptional Teacher Level 1 to perform professional, educational, administrative and training duties within the department. Duties will include: teaching as required by the Head of Department; developing and customising teaching and assessment resources; providing advice to students on their programs of study; monitoring and supporting the progress of Australian Apprentices; and identifying business opportunities and working collaboratively with the department and CIT Business, Tourism and Accounting College. 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 qualifications and/or registrations/licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. 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 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 In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. 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.

Note: This position is for temporary filling for a period of 12 months with the possibility of extension up to five years.

Contact Officer: Vanessa Whelan (02) 6207 4984 vanessa.whelan@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 ICT

Business Application Management

Application Development Team

Application Development Manager

Senior Information Technology Officer Grade B \$118,319 - \$133,197, Canberra (PN: 17222)

Gazetted: 29 May 2017

Closing Date: 14 June 2017

Details: Business Applications and Strategy are seeking suitable candidates to manage the Application Development Team for six weeks. The key duties/responsibilities include: providing strategic leadership and direction in the end to end software development lifecycle of custom solution development; managing staff in the development of custom Microsoft software solutions; building, maintaining and managing high level relationships; creating, promoting and facilitating standardised processes and principles to improve service delivery and quality; performing tasks related to the business outcomes of the unit; and ensuring compliance with relevant public sector legislation and policies, including EEO, OHS, anti-discrimination, equity and diversity.

Eligibility/Other Requirements: This position does involve direct supervision of personnel.

Note: This is a temporary position available for six weeks commencing ASAP until 13 August 2017. This position is available to ACT Public Service employees only. The selection committee may base selection on application and referee reports only.

How to Apply: Expressions of interest should include a supporting statement of no more than four pages outlining experience against the selection criteria, along with contact details of at least two referees and a current Curriculum Vitae (CV). Applications should be emailed directly to hamish.armstrong@act.gov.au by close of business Wednesday 14th June 2017.

Contact Officer: Hamish Armstrong (02) 6205 9501 hamish.armstrong@act.gov.au

Shared Services

Finance and Payroll Services

Payroll Services

Payroll Operations Manager, Payroll Services

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37170)

Gazetted: 26 May 2017

Closing Date: 9 June 2017

Details: Shared Services, Finance and Payroll Services is seeking a highly motivated, customer centric Payroll Operations Manager to lead and manage a large team within Payroll Services, which is responsible for the delivery of excellent customer and payroll services to the ACTPS. The successful applicant will have demonstrated high-level leadership and payroll operation management skills with the capacity to drive process change and implement a sound control payroll reporting environment. High level written and oral communication skills together with experience in collaboration, managing, building and maintaining effective stakeholder relationships. Demonstrated understanding of managing complex payroll issues through interpretation and application of relevant industrial frameworks and legislations in a rapidly changing environment. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and Workplace Health and Safety principles and practices.

Eligibility/Other Requirements: Whilst not mandatory, qualifications in Human Resources are desirable.

Contact Officer: Michelle Caulfield (02) 6207 7613 or 0466 403 936 michelle.caulfield@act.gov.au

Shared Services

Finance and Payroll Services

Finance and HR Applications Support Team

Manager – HR Applications Support

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 10019)

Gazetted: 26 May 2017

Closing Date: 13 June 2017

Details: Shared Services, HR Systems team is seeking a suitably qualified and enthusiastic Manager to lead and manage the ACTPS human resource management system and provide support to the Senior Manager within the Shared Services Finance and HR Applications Support team as required.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience in a similar role are highly regarded.

Contact Officer: Vivien Tran (02) 6205 2522 vivien.tran@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.

Workplace Safety and Industrial Relations

Injury Management and Safety

Principal Advisor – Continuous Improvement

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38646)

Gazetted: 26 May 2017

Closing Date: 12 June 2017

Details: The Injury Management and Safety Team is seeking an enthusiastic and motivated individual to fill the position of Principal Advisor – Injury Management Continuous Improvement. The position provides the opportunity to contribute to the continuous improvement of injury and illness case management, rehabilitation and return to work outcomes across the ACT Government. The role involves a high level of stakeholder engagement, balanced with a focus on business process improvement, quality assurance and audit. Duties include the development and implementation of quality assurance systems and protocols, and review and enhancement of case management processes. The incumbent will be required to operate with a strong regard for legislative and policy requirements and with the ability to communicate these requirements to a variety of stakeholders. The successful applicant will possess strong communication and inter-personal skills, whilst also being a strategic thinker with strong analytical abilities. Experience in developing and executing continuous improvement programs, together with proven ability in the injury management and workers compensation field will be highly regarded.

Appointment may be approved by the panel on selection criteria and supporting documentation alone.

Eligibility/Other Requirements: Qualifications and/or extensive practical experience in compensation and rehabilitation case management, human resources, allied health or other related will be well regarded.

Note: This is a temporary position available until 12 January 2018.

Contact Officer: Penny Shields (02) 6207 5229 Penny.shields@act.gov.au

Land Development Agency

Corporate

Strategic Finance

Systems Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33891)

Gazetted: 31 May 2017

Closing Date: 7 June 2017

Details: Applications are invited from suitably experienced candidates to join the strategic finance team as a Systems Accountant. The team provides financial support and advice to the board, senior Executives and management within the organisation on matters related to budgeting, reporting, complex analyses and financial compliance issues. The ideal candidate will have advanced experience in systems administration of TM1 and is also able to undertake project accounting tasks. Given the consultative nature of the role, it is essential that the candidate has a strong focus on effective communication and internal stakeholder management. This position will suit a confident professional who is capable of leading and influencing others and is adaptable to a changing environment.

Eligibility/Other Requirements: Degree qualified in a related field and completion of/or working towards CA/CPA qualification.

Notes: This is a temporary position available for 24 months with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Nicole Munyard (02) 6207 2981 nicole.munyard@act.gov.au

Workforce Capability and Governance

Public Sector Management

Professional Standards Unit

Senior Investigator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 31842, several)

Gazetted: 29 May 2017

Closing Date: 12 June 2017

Details: The successful applicants will be required to undertake sensitive and complex administrative/workplace investigations in accordance with relevant administrative law principles, legislative employment and industrial frameworks. Applicants must have highly developed analytical and research skills, attention to detail and the capacity to apply these skills in the investigative context. These roles require exceptional written and oral communication skills, proven ability to prepare logical, well written and thorough statements and reports, and the ability to work as part of a small team under limited supervision. The successful applicants must be able to display excellent judgement, decision making and problem solving skills. Senior Investigators may be responsible for the supervision of one or more Investigators and will be required to partner, train and monitor new and/or Junior Investigators.

Eligibility/Other Requirements: Relevant qualification such as, Certificate IV in Government Investigations are required or obtained within six months of employment. A criminal history record check will be conducted prior to employment. Education and professional qualification checks may be undertaken prior to employment alongside referee checks.

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

Workplace Safety and Industrial Relations

Office of the Executive Director

Office Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36017)

Gazetted: 31 May 2017

Closing Date: 14 June 2017

Details: The Workplace Safety and Industrial Relations Division is seeking to permanently fill the position of Office Manager. The successful application will, under limited direction, undertake responsibilities reporting directly to the Executive Director in the areas of high level office administration, financial, and organisational support to a Division with approximately 70 employees.

Contact Officer: Donna Hosie (02) 6207 0796 donna.hosie@act.gov.au

Access Canberra

CBTR Licensing

Infringement Plan Office

Assistant Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32048)

Gazetted: 31 May 2017

Closing Date: 7 June 2017

Details: Under general direction of the Manager, Infringement Plan Office; Supervise a team responsible for the assessment and entry of Infringement Notice Management Plan (INMP) or Work or Development Program (WDP) applications; Provide high level advice on client eligibility and qualification requirements for WDP's; Deal with complex customer enquiries and prepare high level correspondence and documentation; Liaise with community service organisations and clients regarding the provision of work and development programs; Initiate action to follow up clients that default on INMP's or WDP's; Monitor staff development, provide training, organise staff workloads and allocate priorities when required; Provide statistical reporting on team use of Cisco phone system; Maintain records in accordance with the *Territory Records Act 2002*; This position does involve direct supervision of personnel.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. Selection may be based on application only.

Contact Officer: Leanne Woolfe (02) 6207 7299 leanne.woolfe@act.gov.au

Shared Services

Partnership Services Group

Business Application Management

ICT Operational Support Officer

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 14763)

Gazetted: 29 May 2017

Closing Date: 12 June 2017

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) ICT Operations team is seeking a suitably experienced person for the role of ICT Operational Support Officer as part of a small team providing ICT operational support to CMTEDD customers enabling the effective delivery of ICT services. Key duties include providing a wide range of general and technical ICT support in a partnership model with a focus on customer service including: access control requests in an ITIL framework administrative support and fault diagnosis for a diverse range of business applications knowledge of ICT asset management processes including hardware, software and data storage.

Note: This is a temporary position available until 23 March 2018 with the possibility of extension and/or permanency.

Contact Officer: Shayne Pieterse (02) 6207 6630 shayne.pieterse@act.gov.au

Community Services

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

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

Office for Disability

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 38690, several)

Gazetted: 29 May 2017

Closing Date: 14 June 2017

Details: The Community Services Directorate is looking for two experienced Senior Managers who have a passion and commitment to improving the lives of people with a disability to join the Office for Disability. The Senior Managers will lead, develop and implement policies, programs and projects as they relate to people with disability and will report to the Director, Office for Disability. These positions will represent the Directorate and ACT Government at a range of local and national forms and at community events and activities.

Eligibility/Other Requirements: There are two positions available, and there is a possibility for each position to be part time or job shared. Tertiary qualifications in a human services discipline are highly desirable.

Contact Officer: Ellen Dunne (02) 6207 0147 ellen.dunne@act.gov.au

Strategy, Participation and Early Intervention

Community Participation Group

Senior Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36572)

Gazetted: 29 May 2017

Closing Date: 5 June 2017

Details: The Senior Policy Officer will be required to contribute to the development of policy and program advice, preparation of Ministerial briefings and correspondence and provide secretariat support to a range of Councils and Committees when requested. This position reports to a designated Assistant Manager within the Community Participation Group.

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

Contact Officer: Freya O'Brien (02) 6205 8434 Freya.O'Brien@act.gov.au

Education

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

Office for Schools

North/Gungahlin Network

Gold Creek School

Principal

School Leader A \$145,868 - \$175,149, Canberra (PN: 02605)

Gazetted: 25 May 2017

Closing Date: 8 June 2017

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

Eligibility/Other Requirements: A minimum of four year's 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 mandatory. 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: Judith Hamilton (02) 6207 7938 judith.hamilton@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.

Office for Schools

Tuggeranong Network

Gowrie Primary School

Principal

School Leader A \$145,868 - \$175,149, Canberra (PN: 01809)

Gazetted: 25 May 2017

Closing Date: 8 June 2017

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current 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 mandatory. 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: Kate Smith (02) 6205 1819 katel.smith@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.

Office for Schools

North/Gungahlin Network

Gold Creek School

Executive Teacher

School Leader C \$114,067, Canberra (PN: 31940)

Gazetted: 30 May 2017

Closing Date: 13 June 2017

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

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current 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: Jacqueline Chapman (02) 6142 1340 jacqueline.chapman@ed.act.edu.au

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

Business Services

Governance and Community Liaison

Media and Communications

Senior Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17860)

Gazetted: 26 May 2017

Closing Date: 2 June 2017

Details: The Media and Communications Unit is seeking a highly motivated communications officer with significant experience in creating and implementing community engagement strategies, including using technology to enhance two-way communication and using methods to reach all areas of the community. The successful candidate will be responsible for creating a best practice, modern and innovative plan to deliver on the communications components of the Future of Education Policy project. Providing best practice advice on engagement and consultation will also be part of this role. Well developed writing skills as well as analytical skills are also a must.

Eligibility/Other Requirements: Desirable: Appropriate media and communications training such as a degree or diploma in media, communications, marketing or journalism or equivalent industry training or experience.

Notes: This is a temporary position available until 17 April 2018 with the possibility of extension. 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: Jessica Summerrell (02) 6205 0837 jessica.Summerrell@act.gov.au

School Performance and Improvement

Student Engagement

Network Student Engagement Teams

HP3 Speech Language Pathologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37006)

Gazetted: 31 May 2017

Closing Date: 14 June 2017

Details: The Education Directorate has expanded their Network Student Engagement Teams (NSET) to include allied health professionals. To provide allied health support to ACT Public Schools, applications for a Health Professional 3 (HP3) speech language pathologist 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.

Eligibility/Other Requirements: Prior to commencing in this role, tertiary qualifications or equivalent in speech pathology; eligibility for membership or registration with the appropriate professional body/bodies (refer to duty statement) and 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 for 12 months, with the possibility of extension and/or permanency. Full and part time hours will be considered.

Contact Officer: Tania Piper (02) 6205 4869 tania.piper@ed.act.edu.au

School Performance and Improvement Division

Learning and Teaching

Pedagogy

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35970)

Gazetted: 26 May 2017

Closing Date: 9 June 2017

Details: The Pedagogy section of Learning and Teaching is looking for a candidate with demonstrated management skills including the ability to manage workloads, solve problems, handle competing priorities and meet deadlines. The successful candidate must also have well developed oral and written communication skills, with demonstrated experience in developing and editing complex reports and briefings and display sound judgement and interpersonal skills, initiative and with the ability to work individually or as part of a team to produce high quality work.

Eligibility/Other Requirements: Understanding of and experience in Vocational Education and Training in schools, qualifications in Education and VET are desirable. 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: Louise Selles (02) 6205 5268 louise.selles@act.gov.au

Office for Schools

Belconnen Network

Fraser Primary School

Classroom Teacher

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 05759)

Gazetted: 31 May 2017

Closing Date: 14 June 2017

Details: Fraser Primary School is seeking a highly motivated and innovative year 1 and 2 classroom teacher to work within a team of highly effective teachers. All teachers at Fraser Primary team teach with a focus on using formative assessment, data collection and analysis, whilst differentiating to meet the needs of all learners. The successful applicant will be required to have a deep knowledge of phonological awareness, Readers' Workshop and Google Apps for Education. Knowledge of special needs strategies and the ability to build strong relationships with staff, students and the community will be essential.

Eligibility/Other Requirements: Prior to commencing this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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 until 26 January 2018.

Contact Officer: Linda Francis (02) 6205 7866 linda.francis@ed.act.edu.au

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

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

Office for Schools

Tuggeranong Network

Lanyon High School

Classroom Teacher

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: P08256)

Gazetted: 31 May 2017

Closing Date: 7 June 2017

Details: Lanyon High School is seeking a teacher of Visual Arts and Media. Applicants must be committed to collaborative and reflective practice and be able to work effectively in a team to deliver the Australian Curriculum.

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

Note: This is a temporary position available until 26 January 2018.

Contact Officer: Bill Thompson (02) 6205 7676 bill.thompson@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Fadden Primary School

Building Services Officer (BSO2)

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 38695)

Gazetted: 29 May 2017

Closing Date: 12 June 2017

Details: Fadden Primary School is seeking a self-motivated person with initiative to fill the position of Building Services Officer 2. They will support the Business Manager under limited supervision to assume responsibility for the security of the school buildings, furniture, fittings and equipment; manage maintenance repairs to the school buildings and carry out daily grounds maintenance. The successful applicant will undertake regular inspections to determine priorities, perform, organise and oversee repairs, support the school master plan initiatives as required, and provide support to the school's sustainability. The successful applicant will be required to communicate effectively with members of the school community and to supervise contractors and conduct Workplace Health and Safety (WHS) inductions.

Eligibility/Other Requirements: An industry recognised qualification in trade skills or equivalent work experience; current First Aid Certificate Mandatory Asbestos Awareness Training and evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: https://www.worksafe.act.gov.au/health_safety. Mandatory Training in other Work Health and Safety (WHS) procedures will be required during employment: for example Working at Heights and, Sharps. 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. This position requires a good understanding of computer systems or a willingness to undertake additional training if required.

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

Contact Officer: Jacquie Balch (02) 6205 6011 jacquie.balch@ed.act.edu.au

Office for Schools

Belconnen Network

Kaleen Primary School

Administrative Assistant - Library and Communication

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 35049)

Gazetted: 30 May 2017

Closing Date: 14 June 2017

Details: Kaleen Primary School is seeking a highly experienced, energetic, organised and self-motivated person to undertake the library and communications duties across our school community. Under the direction of the Principal and English Committee the successful applicant will undertake a variety of tasks including: coordination of library; resource management and communication services; manage the schools communication channels; coordinate library, resource management and communication processes; manage ICT systems and databases in support of library, resource management and communication processes and procedures; undertake basic

research, analysis and monitor data to develop reports/submissions; and communicate and liaise with staff and parents/carers, students, the community.

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.

Knowledge of contemporary library, website and communication (including social media) practices and procedures; First Aid Certificate or a willingness to undertake appropriate training; a knowledge of 'Oliver' and associated management systems would be desirable. This position requires a good understanding of library systems or a willingness to undertake additional training as well as an understanding of the school environment.

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

Contact Officer: Robert Maccioni (02) 6205 5888 robert.maccioni@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Environment

Parks and Conservation Service

Environmental Offsets

Environmental Offsets Implementation Assistant Manager

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 37539)

Gazetted: 29 May 2017

Closing Date: 12 June 2017

Details: The ACT Parks and Conservation Service (PCS) is seeking dynamic and experienced candidates keen to contribute to conservation land management in the ACT. PCS is responsible for land management in a diverse range of situations, from urban reserves through to remote wilderness national parks. The Offsets Implementation Assistant Manager is responsible for the coordination and delivery of complex conservation and land management projects across different land tenures. The position is outcome focused and works closely with the rest of the Offsets Implementation Team in ensuring the efficient delivery of a coordinated program of works adhering to the relevant Offset Management Plan.

Eligibility/Other Requirements: This position is classified as a Designated Fire Position. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training; work at any location throughout the reserve estate; work a shift roster where applicable; wear a uniform; holding a manual driver's licence is essential. Relevant Tertiary qualifications in Natural and Cultural Resource Management/Park Management; or proven and extensive land management experience is desirable.

Note: This is a temporary position available from 01 July 2017 to 30 June 2018 with the possibility of extension.

Selection may be based on written application and referee reports.

Contact Officer: Simon Tozer (02) 6205 6701 simon.tozer@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>

Corporate

Health Infrastructure Services

Health Infrastructure Program

Safety and Risk Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 31530)

Gazetted: 01 June 2017

Closing Date: 8 June 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 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. Health Infrastructure Services is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. The role of the Safety and Risk Manager is to support ACT Health, to meet the relevant safety legislative requirements. This includes review and monitoring of site surveillance compliance on nominated ACT Health construction sites. Additionally the Safety and Risk Manager will coordinate and maintain the risk register aligned to the strategic asset management of Health Infrastructure facilities and associated projects.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Formal qualifications in safety and experience in construction safety environments are desirable.

Notes: This is a temporary full time position available for a six month period with the possibility of extension and/or permanency. Selection may be based on written application only.

Contact Officer: Colm Mooney (02) 6207 9186 colm.mooney@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

IMPACT Coordinator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 12093)

Gazetted: 01 June 2017

Closing Date: 15 June 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 IMPACT Program is a coordination service that aims to facilitate information sharing and collaborative service provision for eligible families who: Are pregnant or have children less than 2 years of age; Are clients of Mental Health ACT and/or are receiving Opioid Replacement Therapy; Require additional assistance to access, negotiate, mobilise and maintain involvement with services. The Impact program consists of nursing and Allied health professional coordinators and three liaison staff within Mental Health ACT, Alcohol and Drug Program and the Office for Children, Youth and Family Support. More detailed information about the IMPACT program can be accessed from: <http://www.health.act.gov.au/our-services/women-youth-and-children/impact-program>. The IMPACT Coordinator is a nursing leadership role and you will utilise excellent liaison, communication and clinical decision making skills to facilitate the coordination of care and effective information sharing with government and community agencies/groups to better support families who may benefit from a multi-agency response in the provision of their health care. The IMPACT nursing coordinator reports to the MACH Clinical Nurse Manager (CNM) of the PEPs / IMPACT team to the MACH Manager and Assistant Director of Nursing of the Women's Youth and Children Community Health Program.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate qualifications in Child and Family, Paediatrics with a primary health care focus are highly desirable. Post graduate qualifications in Mental Health, Drug and Alcohol, Infant Mental Health or Midwifery are desirable. Comply with ACT Health Occupational Assessment, Screening and

Vaccination policy. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a fulltime permanent position, Monday to Friday with no shift work.

Contact Officer: Judith Warwick (02) 6205 1815 judith.warwick@act.gov.au

Canberra Hospital and Health Services

Medicine

Renal

Chronic Kidney Disease Coordinator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 37494)

Gazetted: 01 June 2017

Closing Date: 15 June 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 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. The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease (CKD) clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension services and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Chronic Kidney Disease Coordinator will be responsible for the care coordination of patients with CKD not on Renal Replacement Therapy. The position is based in ACT and reports to the Clinical Nurse Consultant of Renal Outpatients.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. A current driver's licence. Post graduate studies relevant to the speciality field are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Notes: This position is full-time working Monday to Friday.

Contact Officer: Alison Winsbury (02) 6244 3062 alison.winsbury@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Fixed Threat Assessment team (AFP FTAT)

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 38669)

Gazetted: 01 June 2017

Closing Date: 15 June 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: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. The Health Professional Officer Level 4 will work collaboratively with Australia Federal Police Fixed Threat

Assessment team (AFP FTAT) in Barton. AFP FTAT's core function is to reduce the risk of harm to High Office Holders, establishments and others from 'fixated individuals' through collaborative assessment and management by police and mental health professionals. The AFP FTAT aligns with strategies designed to increase the understanding of mental illness within the community and ultimately aims to help those with identified mental health issues access the services where required.

Eligibility/Other Requirements: Mandatory: Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with AHPRA. Current drivers licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Obtain a Negative Vetting 1 (NV1) Security Clearance (minimum).

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

Contact Officer: Liza Marando (02) 6207 1975 liza.marando@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Occupational Therapy- Clinical Development Consultant

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 20272)

Gazetted: 01 June 2017

Closing Date: 15 June 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: Are you looking for an opportunity to share your clinical skills with others and lead changes in practice and innovation for Occupational Therapists? Then this position is for you. There is an exciting opportunity for a senior occupational therapist to work across the Rehabilitation, Aged and Community Care Occupational Therapy teams as the Clinical Development Consultant. RACC Occupational Therapy services are offered from rehabilitation, aged care inpatient and community settings, including patient homes. The service offers assessment, recommendation and intervention to promote re-ablement, independence and safety. Services can be provided to National Disability Insurance Scheme participants and also to people eligible for services funded by the Commonwealth Home Support Program. The Clinical Development Consultant role aims to optimise high quality, patient centred clinical practice, by collaboration with clinicians, managers and other senior OT roles, in driving excellence in OT practice. Eligibility/Other Requirements: Mandatory: Degree in Occupational Therapy, or recognised equivalent. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current drivers licence. Comply with ACT Health credentialing requirements for allied health professional. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Desirable: Experience working with patients in a rehabilitation and/or community setting. Working towards or achieved Post-Graduate qualification in a related field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Tegan Reid (02) 6244 2904 tegan.reid@act.gov.au

Corporate

People and Culture

Employment Services

Employee Relations Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19561)

Gazetted: 01 June 2017

Closing Date: 8 June 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 Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate Division consists of the following Branches: Business Performance Information and Decision Support; Business Support Services; Finance; Health Infrastructure Services; Information, Communications and Technology; People and Culture. The People and Culture Branch is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across ACT Health. Working closely with other ACT Health Division's the People and Culture portfolio delivers strategically-aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment. The Branch also plans, designs, communicates and monitors ACT Health's Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable ACT Health to deliver on its strategic agenda. Quality expert advice and support is provided through the People Strategy and Services integrated teams. ACT Health People and Culture are looking for an enthusiastic and experienced Human Resources (HR) practitioner.

The successful applicant will be responsible for providing advice and assistance to Managers and Executives about the employment framework and how to manage workplace issues primarily around preliminary assessment stage and underperformance process. Provide advice and assistance to Managers and Executives on general HR matters. 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 for a period of six months with the possibility of extension and/or permanency.

Contact Officer: Sean McDonnell (02) 6205 1090 sean.mcdonnell@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Antimicrobial Pharmacist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 21582)

Gazetted: 01 June 2017

Closing Date: 15 June 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. The Pharmacy Department sits in the Division of Clinical Support Services. Clinical Support Services (CSS) provide a range of services that support the clinical divisions within Canberra Hospital and Health Services. The following areas are included within this Division: Biomedical Engineering, Clinical Records Service, Medical Physics and Radiation Engineering, Nursing Operational Support, consisting of Ward Services (Wardspersons, Hospital Assistants and Ward Clerks) and Nursing Support (NIMS Unit, NurseBank, Central Equipment Store, Tissue Viability Team and Pastoral Care), Pharmacy, Revenue Data, Revenue and finance services. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 100 Pharmacists, technicians and support staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The Antimicrobial Pharmacist will lead and facilitate the optimal use of antimicrobials within the Canberra Hospital and Health Services (CHHS). The position holder will participate in the CHHS antimicrobial stewardship (AMS) program, providing both clinical and administrative input to the program. The position holder will also lead and coordinate additional activities to

optimise the use of antimicrobials within CHHS. These activities will include the oversight of therapeutic drug monitoring performed in relation to antimicrobial therapy and additional project work to improve particular areas of antimicrobial use. The Pharmacy's mission statement is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT Health community".

Eligibility/Other Requirements: Mandatory: Appropriate Pharmacist qualifications and eligibility for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Postgraduate qualifications (or working towards) in Clinical Pharmacy, Management, Education or Research or extensive specialist clinical pharmacy experience deemed equivalent. Highly desirable: Suitable experience as a clinical pharmacist including Infectious Diseases/Antimicrobial Stewardship experience. Theoretical and practical experience in the management of complex pharmacotherapy, including experience with therapeutic drug monitoring. Project management or research experience. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Work across multiply CHHS locations. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: Daniel Lalor (02) 6244 2121 daniel.lalor@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Intake and Assessment Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 38273)

Gazetted: 01 June 2017

Closing Date: 8 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Division of Medicine provides inpatient and outpatient services. This position will assist patients having timely access to outpatient services within the Division of Medicine.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for up to 12 months with the possibility of extension and/or permanency from this process. An order of merit may be established to fill similar future vacancies both temporary and permanent, which may occur in the next 12 months.

Contact Officer: Wendy Mossman (02) 6244 2619 wendy.mossman@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Health Professional Crisis Assessment and Treatment Team (CATT)

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 30456)

Gazetted: 01 June 2017

Closing Date: 8 June 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: Expressions of Interest are invited from an enthusiastic and innovative individual to temporarily fill the Health Professional Level 3 position within the Crisis Assessment and Treatment Team (CATT), which is part of Adult Community Mental Health Services. CATT provides 24 hour mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. This service aims to provide intensive and assertive in-home support for people experiencing acute mental health problems and assertive follow-up in community as an alternative to inpatient admission. The successful applicant will be required to undertake

complex mental health assessments and work as a senior clinician as a member of a multi disciplinary team, providing high standard clinical skills and expertise in the assessment and short-term management of consumers in acute distress and with major mental illnesses. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with families, carers and other agencies.

Eligibility/Other Requirements: Mandatory: Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with AHPRA. Current driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health credentialing requirements for allied health professionals .

Notes: This is a temporary position available from the 19 June 2017 until 29 January 2018. This position is required to participate in shift work, including mornings, evenings, weekends, night shifts, public holidays as well as participate in an on-call roster.

Contact Officer: Jason Morris (02) 6205 1972 jason.morris@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Community Care Program**

Physiotherapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 16264)

Gazetted: 01 June 2017

Closing Date: 8 June 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: 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. 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. Community Care Physiotherapy services are offered from community health centres and in patient homes across the ACT. The service offers assessment and interventions relating to musculoskeletal pain, acute soft tissue injury, post treatment fractures, dislocations and post orthopaedic surgery. A limited home visiting domiciliary service is available for patients who are physically/medically home bound. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Degree in Physiotherapy, or recognized equivalent, be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU and a current driver's licence is essential. Please note prior to commencement successful candidates will be required to undergo a pre-employment police check; provide current immunisation status papers; 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 offer of employment being made.

Note: A merit list will be created from this process and will be used to fill permanent and temporary positions at this level for the next 12 months with the possibility of extension.

Contact Officer: Rowan McIntyre 0422 521 036 rowan.mcintyre@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Physiotherapist Pain Management Unit

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25524)

Gazetted: 01 June 2017

Closing Date: 15 June 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. 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: 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. The Pain Management Unit (PMU) is a public tertiary multidisciplinary outpatient service providing treatment to the population of Canberra and surrounding areas. The multidisciplinary team currently consists of pain physicians, a consultant psychiatrist in drug and alcohol, specialists in training in pain and psychiatry, physiotherapists, clinical psychologists, occupational therapy, nursing and administration. The core business of the PMU is providing outpatient care for patients living with chronic pain. The allied health professionals at the PMU provide one-on-one outpatient appointments and take part in multidisciplinary assessment clinics. In addition, allied health professionals at the PMU provide group education and intervention sessions including; JUMP day (Journey into Understanding and Managing Pain), a range of small group sessions, a medium intensity six week part-time pain program (MIP) and a high intensity full-time two week pain program (HIP). Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities. The PMU is a consultative service and includes the Acute Pain Service which provides inpatient services to The Canberra Hospital, including medical outreach services to wards for the management of complex pain presentations. Physiotherapy may also be occasionally requested to consult on the ward in the multidisciplinary care of these patients. This role involves independently managing administrative duties relevant to the physiotherapy caseload, including all bookings and maintaining waiting lists. 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 the Pain Management Unit as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). 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. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Part-time applicants are encouraged to apply and will be considered for this position. The salary noted above will be paid pro rata for part-time hours. A merit list will be created from this process and may be used to fill full-time and part-time temporary vacancies at level which may occur over the next 12 months. The successful applicant will be required to participate in an overtime roster.

Contact Officer: Jane Hermolin (02) 6244 2154 jane.hermolin@act.gov.au

Corporate

Business Support

Logistics Support

Information Technology Officer

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 20760)

Gazetted: 01 June 2017

Closing Date: 8 June 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: Supply Services forms part of the Logistic Support within the Business Support Services of ACT Health, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Senior Manager of ACT Health Supply Services. Manage the operations of the purchasing and inventory control system including internet (Web) and barcode data collection systems for ACT Health. This will include but not limited to security, database backups, file re-organisation and local control of computerised system hardware assets. This position is rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital. Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: Mandatory: Associate diploma or higher qualification in Computing/Information Technology and relevant work experience are highly desired. Current driver's licence and relevant work experience is highly desired. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Kanchana Marasinghe (02) 6205 0807 kanchana.marasinghe@act.gov.au

Population Health, Protection and Prevention

Health Protection Service

Environment Health, Policy and Project Team

Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33176)

Gazetted: 01 June 2017

Closing Date: 8 June 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 Health Protection Service aims to protect and promote the health of the ACT community through innovative and timely public health action. The Health

Protection Service works to protect the health of the ACT community by: Preventing public health incidents and responding to them when they occur; providing public health advice and monitoring and enforcing public health regulations. Overview of the work area and position:

The Environmental Health Policy and Projects (EHPP) section sits within the Health Protection Service. EHPP develops and implements policy advice, legislation and communications materials on a diverse range of environmental health matters, including: Food safety and food business regulation (e.g. guidance material, regulatory tools, procedures, policies, etc). Smoke-free and tobacco control related policy. Insanitary conditions (e.g. those resulting from hoarding). Regulation of Health Care Facilities. Policy surge capacity for other areas of the Health Protection Service. Project works as directed (with a particular focus on emerging issues that straddle sections of HPS and require policy coordination and consultation across areas). EHPP is looking for an enthusiastic Policy Officer to join the team. Desirable skills include demonstrated experience in policy development (particularly in public health, legislative and/or regulatory environments), demonstrated experience in drafting Government correspondence (such as briefings, cabinet submissions, etc), ability to produce high quality, accurate work within tight deadlines, and a strong capacity to liaise effectively with a range of internal and external stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in a field relevant to public health are highly desirable. Prior to commencement the successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available until 30 March 2018 with the possibility of extension.

Contact Officer: Rebecca Stones (02) 6205 3671 rebecca.stones@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Canberra Hospital and Health Services, Executive

Information Management and System Administration Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 17548)

Gazetted: 01 June 2017

Closing Date: 8 June 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 Canberra Region Cancer Services including cancer screening, assessment, diagnostic and treatment services, palliative care services and also administration support to Ambulatory and Community Health sites. Services are provided in inpatient, outpatient and community settings. The division is also responsible for providing administrative and clinical support across Canberra Hospital and Health Services, including: Intake and referral management; booking, scheduling and clinic management; nursing and allied health to Central Outpatients, and transcription services. Overview of the work area and position: An opportunity exists for an enthusiastic, motivated individual to join the Systems Administration Section, Cancer, Ambulatory and Community Health Support Department. The Information Management and Systems Administration Section provides system support services for clinical systems within the Division and assists design and implementation of service delivery and business continuity tools. The team ensures efficient service operation of core clinical applications, effective service transition and system enhancements. Under general direction, you will play a support role in providing day to day system support including user advice, access management, system documentation, supporting ICT projects and delivering simple fixes to issues. The ARIA system in Radiation Oncology will be a prime support focus.

Eligibility/Other Requirements: Tertiary qualifications in Information Technology are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Matt Goldrick (02) 6174 8546 matthew.goldrick@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

WCH Operational

Administration Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 21434)

Gazetted: 01 June 2017

Closing Date: 8 June 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: Under limited supervision from the Women, Youth and Children Operations Manager, the Administration Manager will manage and coordinate a number of administrative staff, across Paediatrics, Obstetrics and Gynaecology, Fetal Medicine and Birth Centre. The Administration Manager builds and maintains professional relationships, works effectively both as a team member and as an individual, is enthusiastic and able to demonstrate their ability to prioritise workloads and meet deadlines. The position supervises administration staff as well management of the larger clinic structure, under guidance of the Operations Manager. This role ensures high level of customer service standards across administrative support, as well as mentoring and training staff.

Eligibility/Other Requirements: Desirable: Previous management experience, obtained or working towards a Business Administration/Management Diploma. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of 12 months, commencing August 2017.

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

Canberra Hospital and Health Services

Women Youth and Children

Women, Youth and Children Community Health Programs

Midwife

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: C08472)

Gazetted: 01 June 2017

Closing Date: 8 June 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: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Women, Youth and Children Division, Community Health Programs deliver a range of primary health care community-based services to children, families and women. Services are delivered within a multidisciplinary context and include Maternal and Child Health, Women's Health, Allied Health, Immunisation, and School Health. Maternal and Child Health (MACH) services include: lactation support, parent education and support; counselling, assessment and screening; early identification and referral; and the delivery of public health programs such as childhood immunisation. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the ACT's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Maternal and Child Health Program supports the National Framework for Universal Child and Family Health services. Registered midwives will be employed to attend the first universal home visit and work in partnership with the MACH nurses to provide safe, family centred midwifery care in a primary health setting.

Eligibility/Other Requirements: Qualifications and recent experience (minimum two year post graduate) in midwifery; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); and a current driver's licence are essential. A postgraduate qualification in Maternal, Child and Family Health and International Board Certified Lactation Consultant would be desirable. Prior to commencement successful candidates will be required to undergo a pre-employment police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary casual position.

Contact Officer: Genny Herbert (02) 6205 2751 genny.herbert@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Nursing Administration

Transition to Practice Program 2018

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 34108)

Gazetted: 01 June 2017

Closing Date: 13 July 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. 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: ACT Health invites applications from Graduate Registered Nurses for the 2018 Transition to Practice Program (TTPP). ACT Health offers a 12 month, structured program that provides a supportive framework for Registered Nurses during their first year of clinical practice. We are keen to receive applications from Nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity. Twelve month temporary employment opportunities will be offered full-time or part-time to assist Registered Nurse Graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse. The 12 month program will incorporate at least two six month rotations through clinical areas or 12 months within a speciality area.

Eligibility/Other Requirements: Completed/will complete a Bachelor of Nursing Degree between November 2016 and June 2018. Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement. A Permanent Resident of Australia or an Australian Citizen, or people in Australia with a valid visa that allows them to work. This includes New Zealand citizens. 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*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: There are several temporary positions available. Phone interviews will not be available; to be considered for a position you must attend the assessment centre in person. Incomplete or late applications will not be considered. Employment decisions will be based on written application, referee reports, satisfactory academic history, interview and assessment centre analysis. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by ACT Health. Please do not hesitate to get in touch with a Contact Officer if you have any queries related to the application process.

Contact Officer: Deborah Moore and Maxine Jordan (02) 6244 2915 and (02) 6244 3382
deborah.moore@act.gov.au and maxine.jordan@act.gov.au

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Nurse - Intensive Care Unit

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 34025)

Gazetted: 01 June 2017

Closing Date: 8 June 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 provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: The Intensive Care Unit is a 31 bed level 3 Territory Referral

Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The Unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The Unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Previous experience in the critical care environment is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Genevieve Harrigan (02) 6244 2756 genevieve.harrigan@act.gov.au

Canberra Connect Medicine

Medical

Clinical Neurophysiology Scientist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 30781)

Gazetted: 01 June 2017

Closing Date: 8 June 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 Neurology Department sits within the Division of Medicine and is responsible for providing a Neurology Service to the ACT and surrounding region, including Clinical Neurophysiology Testing.

Tests provided by this service are Electroencephalograms, Nerve Conduction Studies, Electromyography, Visual Evoked Potentials, Auditory Evoked Potentials and Somatosensory Evoked Potentials. Electroencephalography is provided across all ages, while the remaining tests are limited to 16 years and older. Under broad direction, you will provide Clinical Neurophysiology testing appropriate to the level. You will participate in teaching, research, quality assurance and other activities.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Clinical Neurophysiology, Practical Competence in relevant Clinical Neurophysiological testing, eligibility for Accredited membership of the Association of Clinical Neurophysiological Technologists of Australia) and must hold a current drivers licence. Certificate IV Workplace Trainer and Assessor or equivalent, or working towards attaining this qualification. Minimum 12 months experience in adult and paediatric clinical neurophysiology testing. Prior to commencement successful candidates will be required to: Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing requirements for allied health professionals. Undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available for a period of six months with the possibility of extension and/or permanency from this process. Selection may be based on written application and referee reports only. The successful applicant will need to be available to work between the hours of 7am-7pm.

Contact Officer: Angela Borbelj (02) 6244 4577 angela.borbelj@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Administrative Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 21612)

Gazetted: 01 June 2017

Closing Date: 8 June 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: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will manage the office/administrative aspects of the community based team by provision of high quality customer service to people accessing CAMHS Services, their networks and to ACT Health personnel.

Eligibility/Other Requirements: Must hold a current driver's licence and have experience in working within the mental health sector. Experience in working with children and young people and with medical terminology would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: The successful candidate will be required to: be available to work within all program areas of CAMHS as service needs arise. This position is a full-time temporary position with the possibility of extension. Selection may be based on written application and referee reports only. An Order of Merit may be created from this process to fill future vacancies at level in either the North or South Community Teams within a 12 month period.

Contact Officer: Elloise Barry (02) 6205 1469 elloise.j.barry@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Rheumatology

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 38229)

Gazetted: 01 June 2017

Closing Date: 8 June 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: This position provides administrative support to the Division of Medicine outpatient departments by assisting with the management of referrals and the booking and scheduling of appointments, as well as other general administrative duties. Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission

to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

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

Notes: This is a permanent part-time position at 22.05 hours, working three days per week. The salary noted above will be paid pro rata.

Contact Officer: Jade Wheadon (02) 6174 8199 jade.wheadon@act.gov.au

Quality Governance and Risk

Quality, Governance and Risk Executive

Administrative Assistant

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 24732)

Gazetted: 01 June 2017

Closing Date: 8 June 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 Quality, Governance and Risk Division is the ethical centre for ACT Health, leading and co-ordinating initiatives across the directorate to ensure that ACT Health maintains a patient-centred focus that is applied first and foremost in all that is developed and delivered. This Division is the voice of quality and safety ensuring that budget demands and other efficiency requirements do not disproportionately dictate decision-making. The Quality, Governance and Risk Division has a large role in the compliance space, increasing awareness of relevant obligations and providing advice on how best they can be met, while at the same time encouraging the directorate to engage with risk appropriately. Overview of the work area and position: The Quality, Governance and Risk Division leads and oversees the development of organisational policy, processes and initiatives regarding safety and quality in the ACT Health service delivery context, and public sector requirements around risk and compliance. Quality, Governance and Risk Division will act in an autonomous manner, advocate for safety and quality at all times and provide high-level advice and support, ensuring difficult decisions are made sensibly despite conflicting objectives and diverse stakeholder needs. The Quality, Governance and Risk Division monitors safety and quality issues throughout ACT Health to ensure a patient-centred focus and argue for safety and quality at all levels. The Office Assistant 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 and support the provision of incoming papers, reports and submissions with some TRIM experience.

Eligibility/Other Requirements: Desirable: Some previous experience in utilising Hewlett Packard Records Manager (HPRM) – formerly TRIM. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. Candidates are invited to submit an application against the selection criteria to a maximum of one page per question. Candidates are also required to submit a current Curriculum Vitae and the contact details of two current referees.

Contact Officer: Anthony Goodwin (0@) 6207 4801 anthony.goodwin@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Mental Health Clinician

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 21948)

Gazetted: 01 June 2017

Closing Date: 8 June 2017

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

sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS Community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues and to facilitate group work. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise and also be available for weekend and on call work when necessary. Eligibility/Other Requirements: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Eligibility for professional membership of Occupational Therapy Australia. Must hold a current driver's licence. For Psychology: Full registration as a psychologist (provisional registration not eligible) or eligibility for full registration with Australian Health Practitioner Regulation Agency (AHPRA). Must hold a current driver's licence. For Social Work: Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Must hold a current driver's licence. Experience in working with children and young people is highly desirable for all disciplines. Prior to commencement successful candidates will be required to comply with ACT Health credentialing requirements for allied health professionals; comply with ACT Health Occupational Assessment, Screening and Vaccination policy; undergo a pre-employment Police check. Note: This is a temporary position available for a period of seven months with the possibility of extension. Selection may be based on written application and referee reports only. An order of merit may be established to fill future temporary vacancies at level, in either the North or South Community Teams which may arise over the next 12 months.

Contact Officer: Elloise Barry (02) 6205 1050 elloise.j.barry@act.gov.au

Canberra Hospital and Health Services
Rehabilitation, Aged Care and Community Care
Community Care Program
Occupational Therapist - New Graduate
Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 24498, several)

Gazetted: 01 June 2017

Closing Date: 15 June 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: Canberra Hospital and Health Services Occupational Therapy teams are offered in community and inpatient settings. We provide assessment and therapeutic intervention for a range of client populations in acute, rehabilitation and aged

care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. The successful applicant will play a key role in providing day to day Occupational Therapy services to a range of patients within a designated caseload area. The successful applicant will provide assessment and clinical intervention to facilitate positive client outcomes. The position will complete rotation two 6 month rotations across different clinical settings. Successful applicants will have support from an experienced team of clinicians and direct clinical supervision from a senior Occupational Therapist. Please ensure written responses to selection criteria are provided in order to be considered for the position.

Eligibility/Other Requirements: Mandatory: Degree in Occupational Therapy. Registration with Occupational Therapy Board of Australia. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health credentialing requirements for allied health professionals and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: This position(s) may be required to participate in overtime, on call, and/or rotation roster. A merit list may be established to fill future temporary vacancies at level which may arise over the next 12 months.

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

Canberra Hospital and Health Services

Medicine

Medical

Enrolled Nurse Transition to Practice Program February 2018

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 37881)

Gazetted: 01 June 2017

Closing Date: 13 July 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. 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: ACT Health offers a twelve-month, structured program that provides a supportive framework for enrolled nurses during their first year of clinical practice. We are keen to receive applications from nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity. Twelve month temporary employment contracts will be offered full-time or part-time to assist enrolled nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the enrolled nurse. The twelve-month program will incorporate at least two six month rotations through clinical areas or 12 months within a speciality.

Eligibility/other Requirements: Completed/will complete a Diploma in Nursing between November 2016 and November 2017. Registered or eligible to register as a Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement. A Permanent Resident of Australia or an Australian Citizen, or people in Australia with a valid visa that allows them to work. This includes New Zealand citizens. Prior to commencement successful candidates will be required to: Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There are several temporary positions available. Phone interviews will not be available; to be considered for a position you must attend the assessment centre in person. Incomplete or late applications will not be considered. Employment decisions will be based on written application, referee reports, satisfactory academic history, interview and assessment centre analysis. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by ACT Health. Please do not hesitate to get in touch with a Contact Officer if you have any queries related to the application process.

How to Apply: To be considered all applications must be submitted electronically at:

www.health.act.gov.au/employment

Application forms can be downloaded from:

<http://www.health.act.gov.au/professionals/nursing-and-midwifery/transition-practice-program/enrolled-nurses/application>

Applicants are required to submit the following:

1. Completed application form
2. Response to the required selection criteria (4 questions) in no more than 1 page.
3. Curriculum Vitae
4. A current transcript of results from CIT/TAFE
5. Two written professional referee reports using the referee template form supplied (not academic referees).

Contact Officer: Jenny Hegarty (02) 6244 2915 jenny.hegarty@act.gov.au

Special Purpose Accounts Research

Technical Officer

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 37500)

Gazetted: 01 June 2017

Closing Date: 8 June 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: 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. The ACT Haematology Research Tissue Bank is located at Canberra Hospital and was developed with the aim of promoting research into haematological and related diseases to improve clinical outcomes for patients. The tissue bank repository includes samples from patients with conditions such as acute and chronic leukaemia, lymphoma, myeloma, myeloproliferative neoplasms, and non malignant disease. Samples from normal healthy controls are also archived. The successful applicant will be required to process patient samples as per established protocols and compile and update relevant databases with information pertaining to these samples. Liaise with staff in other areas to ensure timely collection of tissue bank and clinical trial samples. Manage tissue bank reagents and consumables inventory and order as required. Undertake other duties as directed, within the approved scope of clinical practice.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Medical Science and eligibility for membership of the appropriate professional organization. Holds a current drivers licence. Desirable: Knowledge of and experience in working in a level 2 physical containment and Pathology laboratories. Please note prior to commencement successful candidates may be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. This position is part-time at 18 hours per week. The salary noted above will be pro rata for part-time hours. Applicants must quote the above position number when applying. Selection may be based on application and referee reports only. 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.

Contact Officer: Dipti Talaulikar (02) 6244 2487 dipti.talaulikar@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Clinical Records

Clinical Records Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 32108)

Gazetted: 01 June 2017

Closing Date: 8 June 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 Clinical Record Service (CRS) is primarily responsible for the management and storage of the centralised ACT Health clinical record. The community-based Clinical Records Unit (CRU) is a sub unit of the Clinical Records Service. The Unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution). Under direction, you will work directly with ACT Health's electronic patient information system/s and the clinical records scanning solution to ensure clinical records are available to support high quality patient care. This position requires excellent communication skills, attention to detail, and the ability to work individually and as part of a team.

Eligibility/Other Requirements: Highly Desirable: Current driver's licence. Previous experience working in a clinical record department, medical practice or similar health environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of six months. The position is part-time at 18.37 hours per week, working five days per fortnight. The salary noted above will be paid pro rata. An order of merit may be established to fill future temporary vacancies at level, which may arise over the next 12 months. The successful applicant may be based on written application and written referee reports only.

Contact Officer: Jodie Mackenzie (02) 6205 7369 jodie.mackenzie@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Program

Allied Health Assistant

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 32767)

Gazetted: 01 June 2017

Closing Date: 8 June 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: 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. 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. Community Care Physiotherapy services are offered from community health centres and in patient homes across the ACT. The service offers assessment and interventions relating to musculoskeletal pain, acute soft tissue injury, post treatment fractures, dislocations and

post orthopaedic surgery. A limited home visiting domiciliary service is available for patients who are physically/medically home bound. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance (Physiotherapy) or recognized equivalent qualification and a current driver's licence are essential. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU), and 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 offer of employment being made.

Note: This is a temporary full time position with the possibility of extension. A merit list will be created, and may be used to fill temporary positions at this level over next 12 months.

Contact Officer: Dominic Furphy (02) 6205 3808 dominic.p.furphy@act.gov.au

Canberra Hospital and Health Services

Pathology

Customer Services

Pathology Courier Driver

Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: 25886)

Gazetted: 01 June 2017

Closing Date: 8 June 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 branch of ACT Health that provides diagnostic pathology services to the community and hospital patients of ACT and surrounding region. The main laboratory is located at Canberra Hospital and a branch laboratory is located at Calvary Hospital. Customer Services is a sub section of ACT Pathology, incorporating pathology collection services and a courier service. The successful applicant will be required to work on a variety of designated runs, transporting pathology reports and specimens between the main and branch laboratories, doctors' surgeries and collection centres. A professional manner and strong emphasis on customer focussed service will be required. Under broad direction, you will play a key role as the primary interface to our customers. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: The successful applicant must hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Previous courier experience as well as experience in the health industry would be an advantage.

Contact Officer: Julie Hegarty (02) 6244 2932 julie.hegarty@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Client Support Services

Health Service Officer

Health Service Officer Level 3 \$48,385 - \$50,041, Canberra (PN: 20078)

Gazetted: 01 June 2017

Closing Date: 8 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary

Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration, and integrity.

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. RACC services work collaboratively with patients, their carers and other services within and external to ACT Health. Overview of the work area and position: Working across multiple sites including potential to work at UCPH, the team is responsible for effective and efficient delivery, collection, cleaning and maintenance of equipment to support clients in the community and to ensure the delivery of high quality customer service and client care. The Equipment Loan Service is looking for an enthusiastic Health Service Officer Level 3 who is highly motivated to provide support in relation to cleaning and maintenance of equipment and a delivery/collection service Monday – Friday for clients in the community.

Eligibility/Other Requirements: Mandatory: Holds a current driver's licence with an unblemished driving record. A high level of physical fitness is required, with no history of illness or injury that could prevent the performance of all duties. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Candidates are invited to submit a maximum of two pages addressing the selection criteria and attach a recent CV and the contact details of two referees, including their current employer/line manager.

Contact Officer: Cheryl Spence (02) 6205 2603 cheryl.spence@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 Emergency Services Agency

Governance and Logistics

Governance and Business Services

Project Officer, Business Solutions and Governance

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 23761)

Gazetted: 26 May 2017

Closing Date: 9 June 2017

Details: The Project Officer, Business Solutions and Governance is responsible for the management and coordination of various Emergency Services Agency (ESA) reporting, assisting with budget related activities, developing business and governance solutions and undertaking liaison, communication and collaboration in relation to these activities under the limited direction of the Manager, Governance and Business Services.

Eligibility/Other Requirements: Accredited training or other recognised training in Microsoft applications, particularly MS Excel, MS SharePoint and MS SQL is highly desirable. Experience in the fields of business, governance, data analysis and project management. Ability to obtain a Working with Vulnerable People (WWVP) Clearance by November 2017. Registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*, for further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for a period of six months with possibility of extension and/or permanency from this process. The successful applicant may be eligible for direct appointment/promotion if the position is extended and the successful applicant has remained in the position for a period of 12 months or more.

Contact Officer: Rebecca Georges (02) 6207 4079 rebecca.georges@act.gov.au

ACT Law Courts and Tribunal

Corporate and Strategic Services

Property and Security

Project Support Officer (ICT)

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38657)

Gazetted: 31 May 2017

Closing Date: 7 June 2017

Details: The ACT Law Courts and Tribunal is seeking a person with a strong focus on providing high level client service, well developed communication skills, an ability to work well within a dynamic environment and the capacity to work with people from diverse backgrounds to undertake the role of Project Support Officer (ICT). As Project Support Officer you will be responsible for Audio Visual user acceptance testing and development of user manuals; coordinate Audio Visual training and be responsible for Audio Visual Commissioning; develop draft policies and procedures regarding the use of Audio Visual and related court equipment; perform other project related functions as directed and working collaboratively across various jurisdictions and work units. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or people with disability, to apply.

Eligibility/Other Requirements: Strong knowledge and working experience of court operations and the management of audio visual technology, preferable.

Note: This is a temporary position commencing as soon as possible for up to 18 months, with the possibility of extension. Selection may be based on written application and referee reports only. 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. For information on the ACT Law Courts and Tribunal, please visit: <http://www.courts.act.gov.au>.

Contact Officer: Sean Egan (02) 6205 2547 sean.egan@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

ACT NOWaste

Business Strategy, Support and Education

Education and Communications Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38655)

Gazetted: 26 May 2017

Closing Date: 9 June 2017

Details: The Business Strategy, Support and Education Team is seeking to recruit an energetic Education and communications officer to work within its busy operational team. The role reports to the Education Team leader and is responsible for maximising and maintaining digital information and communication for ACT NOWaste and through this medium raising awareness, developing and delivering targeted waste management and recycling education programs. Additionally, the successful candidate will engage with the broader ACT community through the delivery of formal and informal education programs and campaigns for the purpose of influencing better recycling practices. To be competitive in the role applicants should demonstrate well-developed skills and capabilities in communication and organisational skills (oral, written, interpersonal and negotiation) and a focus on continuous improvement. Applicants should prepare a two-page pitch responding to the selection criteria and outline why they are the best candidate for the role.

Eligibility/Other Requirements: A qualification in a relevant field and/or experience with communications, public education, science education *or similar* in the waste management sector is highly desirable. Drivers licence (C-class) is mandatory.

Notes: This is a temporary position available until 31 January 2022. This position may involve some weekend and evening work to attend events as required. Selection may be based on application and referee reports only. This process may also be used to fill future vacancies and or permanency. 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.

How to Apply: Applicants should prepare a two-page pitch responding to the selection criteria and submit with a current curriculum vitae.

Contact Officer: Petra Crowe (02) 6205 3817 petra.crowe@act.gov.au

Infrastructure, Planning and Operations

City Presentation

Place Management

Operations Supervisor

General Service Officer Level 9 \$69,148 - \$78,145, Canberra (PN: 14644, several)

Gazetted: 29 May 2017

Closing Date: 12 June 2017

Details: City Presentation is a Business Unit within the Infrastructure, Planning and Operations Division responsible for the planning and management of parks and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and maintains the look of the city and its environs. City Presentation is seeking a skilled and committed Operations Supervisor to prepare and deliver complex horticultural maintenance and cleaning programs in Canberra's urban parks and public places. The position will supervise staff and manage day-to-day operations and requires high level communication and organisation skills with a collegiate approach to tasks in a dynamic work environment. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/Other Requirements: Preparedness to wear a uniform and to work anywhere in the ACT and a current driver's licence is mandatory. 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.

Trade Certificate in Horticulture or equivalent is required. The ability to undertake the physical requirements of the tasks listed in the position description, such as capacity to lift weight of 10kg above shoulder height.

Workplace Health and Safety Induction (White Card) and Asbestos Awareness Card, or a willingness to obtain.

Note: This is a temporary position available for a period of 12 months. 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: Brian Bathgate (02) 6205 5350 brian.bathgate@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.

Transport Canberra

Public Transport Policy, Planning and Transport Coordination

Human Resources

Human Resources Coordinator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 35990)

Gazetted: 30 May 2017

Closing Date: 13 June 2017

Transport Canberra is seeking to engage a HR Coordinator to assist with the day to day operational HR activities of the ACTION HR Team. Located at ACTION House Tuggeranong and reporting to the HR Manager, the successful candidate will have excellent administration skills, good communication skills and be able to work well within a dynamic team environment in an operational setting.

Note: To be considered for this position, please provide a response to the selection criteria as outlined in the position description.

Contact Officer: Katie Dunn (02) 6207 7448 katie.dunn@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.

City Services

Libraries ACT

Public Libraries

Library Shelver

Administrative Services Officer Class 1 \$47,088 - \$51,800, Canberra (PN: C09816, several)

Gazetted: 29 May 2017

Closing Date: 12 June 2017

Details: Libraries ACT is looking for people to join our team and be part of a pool of casual shelvers. The role will include shelving and shelf reading library materials. The successful applicant will have a strong customer focus and relish a busy and changing environment.

Eligibility/Other Requirements: Must identify as Aboriginal or Torres Strait Islander. The casual pool will be in place for twelve months and the successful applicants may be required to work at any of the Libraries ACT sites depending on operational needs.

Note: This is a casual temporary position available from 30 June 2017 to 27 June 2018.

Contact Officer: Holly Hart (02) 6207 5107 holly.hart@act.gov.au

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

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 1. \$47,008 - \$51,800

Tyson Brown: 853-60389, Section 68(1), 19 May 2017

Canberra Institute of Technology

Administrative Services Officer Class 3 \$60,039 - \$64,616

Wendy Naude 844-79302, Section 68(1), 30 May 2017

Note: This appointment is to a non-advertised vacancy and is made in accordance with The Public Service Management Standards, Section 14, Direct Appointment of Employee – General.

Teacher Level 1 \$70,519 - \$94,094

Janelle Ridgeway 848-67153, Section 68(1), 29 May 2017

Community Services

Administrative Services Officer Class 6 \$79,824 - \$91,356

Ryan Ostopowicz 848-79138, Section 68(1), 30 May 2017

Senior Officer Grade A \$137,415

Jennifer Margaret Wells 853-58748, Section 68(1), 29 May 2017

Education

General Service Officer Level 6 \$54,949 - \$57,445

Sandford Beggs 853-60338, Section 68(1), 29 May 2017

School Assistant 4 \$61,214 - \$66,285

Nicole Dunn (nee Brooks) 853-60709, Section 68(1), 29 May 2017

Exhibition Park in Canberra

Health

Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Rebecca Burton 848-20937, Section 68(1), 29 May 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Nisha Chacko 845-01450, Section 68(1), 1 June 2017

Health Professional Level 2 \$61,784 - \$84,816

Amy Coleman 847-27417, Section 68(1), 1 June 2017

Technical Officer Level 1 \$54,720 - \$57,369

Monika D'Ambrosio 853-58676, Section 68(1), 1 June 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Lara Dickson 847-04127, Section 68(1), 26 May 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Jacinta Greaves 850-40991, Section 68(1), 1 June 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Alyxandra McDonald 853-60880, Section 68(1), 5 June 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616

Kiley Mumford 853-60514, Section 68(1), 1 June 2017

Administrative Services Officer Class 2 \$52,991 - \$58,513

Ethan Sharp 845-02752, Section 68(1), 22 May 2017

Health Professional Level 4 \$100,462 - \$108,140

Timothy Sloan-Gardner 853-60717, Section 68(1), 26 May 2017

Registered Nurse Level 1 \$63,548 - \$84,888

Jinto Varghese 853-42172, Section 68(1), 1 June 2017

Justice and Community Safety

Senior Officer Grade A \$137,415

Louise Crossman 853-60741, Section 68(1), 1 June 2017

Transport Canberra and City Services

Infrastructure Officer 4 \$119,340 - \$135,587

Shirley Carandang 853-60696, Section 68(1), 6 June 2017

Bus Operator - Training \$\$66,211

Vikrant Arora 853-60194, Section 68(1), 26 May 2017

Bus Operator - Training \$\$66,211

Jiaping Gong 853-60207, Section 68(1), 26 May 2017

Bus Operator - Training \$\$66,211

Irwin Hodder 853-60119, Section 68(1), 26 May 2017

Bus Operator - Training \$\$66,211

Sharad Paiwal 853-60127, Section 68(1), 26 May 2017

Bus Operator - Training \$\$66,211

Rhoderick Reyes 853-60258, Section 68(1), 26 May 2017

Bus Operator - Training \$\$66,211

Vikram Thind 853-60231, Section 68(1), 26 May 2017

Bus Operator - Training \$\$66,211

Jamie Thompson 853-60178, Section 68(1), 26 May 2017

PROMOTIONS

Canberra Institute of Technology

People and Organisational Governance

CIT Yurauna Centre

Allyson Guy: 778-76959

From: Teacher Level 1 \$70,519 - \$94,094

Canberra Institute of Technology

To: †Teacher Level 2 \$100,508

Canberra Institute of Technology, Canberra (PN. 36616) (Gazetted 5 April 2017)

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 Minister, Treasury and Economic Development

Shared Services

Business Services

Strategic Finance

Alyssa Cowie: 835-94026

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 14269) (Gazetted 30 August 2016)

Shared Services

Finance and Payroll Services

Payroll Services

Deepika Khemchandani: 821-05470

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 09388) (Gazetted 23 March 2017)

Shared Services

Finance and Payroll Services

Payroll Services

Bradley Peterson: 785-55655

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 09370) (Gazetted 23 March 2017)

Sales, Marketing and Property Management

ACT Property Group

Building Services

Brett Taylor: 711-69524

From: Infrastructure Officer 2 \$79,919 - \$91,947

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$100,462 - \$108,140

Chief Minister, Treasury and Economic Development, Canberra (PN. 27392) (Gazetted 21 March 2017)

Shared Services

Finance and Payroll Services

Payroll Services

Matthew Yarred: 816-79915

From: Administrative Services Officer Class 5 \$74,081 - \$78,415

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 09371) (Gazetted 23 March 2017)

Education

Office For Schools

South/Weston Network

Curtin Primary School

Colleen Myburgh: 816-81599

From: School Assistant 2 \$45,058 - \$49,757

Education

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Education, Canberra (PN. 20227) (Gazetted 27 April 2017)

Health

Corporate

Business Support

Logistics Support

Zoran Despotoski: 827-82391

From: Administrative Services Officer Class 4 \$66,656 - \$72,175

Health

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Health, Canberra (PN. 36001) (Gazetted 4 May 2017)

Canberra Hospital and Health Services

Elissa Jacobs: 748-78684

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)

Health

To: †Health Professional Level 4 \$100,462 - \$108,140

Health, Canberra (PN. 16057) (Gazetted 13 April 2017)

Canberra Hospital and Health Services

Sheron Sashi: 836-55220

From: Allied Health Assistant 2 \$50,040 - \$57,369

Health

To: Allied Health Assistant 3 \$61,115 - \$67,825

Health, Canberra (PN. 36096) (Gazetted 27 April 2017)

Canberra Hospital and Health Services

Medicine

clinical

Clare Taylor: 836-08301

From: Registered Nurse Level 1 \$63,548 - \$84,888

Health

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339

Health, Canberra (PN. 24912) (Gazetted 6 February 2017)

Justice and Community Safety

Corporate

Capital Works and Infrastructure

Natalie Tanchevski: 816-76829

From: Administrative Services Officer Class 3 \$60,039 - \$64,616

Justice and Community Safety

To: Administrative Services Officer Class 5 \$74,081 - \$78,415

Justice and Community Safety, Canberra (PN. 38349) (Gazetted 30 March 2017)

Transport Canberra and City Services

City Services

Roads ACT

Traffic Management and Safety

Robyn Hawkins: 820-8260

From: Infrastructure Officer 4 \$119,340 - \$135,587

Transport Canberra and City Services

To: †Infrastructure Manager/Specialist 3 \$174,951

Transport Canberra and City Services, Canberra (PN. 25035) (Gazetted 21 April 2017)

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.