



ACT Government Gazette

Gazetted Notices for the week beginning 29 June 2017

VACANCIES

Calvary Health Care ACT (Public)

People and Organisational Development

HR Business Partner

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

Gazetted: 05 July 2017

Closing Date: 12 July 2017

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

Reference Number: 15227

Contact Officer: Kylee Gardiner kylee.gardiner@calvary-act.com.au

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

Obstetrics and Gynaecology

Senior Registrar

Senior Registrar \$138,667, Canberra (PN:)

Gazetted: 05 July 2017

Closing Date: 28 July 2017

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

Reference Number: 15338

Contact Officer: Miffany Callan (02) 6201 6059 MedAdmin@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Palliative Care

Registrar

Registrar \$106,957-\$123,327, Canberra (PN:)

Gazetted: 05 July 2017

Closing Date: 28 July 2017

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

Reference Number: 15340

Contact Officer: Miffany Callan (02) 6201 6059 MedAdmin@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Medical

Senior Medical Registrar

Senior Registrar \$138,667, Canberra (PN:)

Gazetted: 05 July 2017

Closing Date: 28 July 2017

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

Reference Number: 15331

Contact Officer: Miffany Callan (02) 6201 6059 MedAdmin@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Health Information Services

Medical Records Officer

Administrative Service Officer 3 \$60,039, Canberra (PN:)

Gazetted: 05 July 2017

Closing Date: 21 July 2017

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

Contact Officer: Kate Murray (02) 6201 6286 kate.murray@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Physiotherapy

Senior Physiotherapist

Registered Nurse Level 3 Grade 1 Year 1 \$87,257- \$96,502, Canberra (PN:)

Gazetted: 05 July 2017

Closing Date: 18 July 2017

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

Reference Number: 15294

Contact Officer: Elizabeth Webb (02) 6201 6190 elizabeth.webb@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Emergency Department

Clinical Manager

Registered Nurse Level 3 Grade 1 Year 1 \$101,175, Canberra (PN:)

Gazetted: 05 July 2017

Closing Date: 18 July 2017

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

Reference Number: 15279

Contact Officer: Matthew Luther (02) 6201 6111 matt.luther@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Emergency Department

Registered Nurse

Registered Nurse Level 1 Year 1-3 \$63,548-\$68,735, Canberra (PN:)

Gazetted: 05 July 2017

Closing Date: 30 November 2017

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

Reference Number: 15266

Contact Officer: Matthew Luther (02) 6201 6111 matt.luther@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Obstetrics and Gynaecology

Resident Medical Officer

RMO1 - SRMO3 \$79,682-\$106,957, Canberra (PN:)

Gazetted: 05 July 2017

Closing Date: 23 July 2017

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

Reference Number: 15309

Contact Officer: John Hehir john.hehir@calvary-act.com.au

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

Health Information Services

Medical Records Officer

Administrative Service Officer 3 \$60,039, Canberra (PN:)

Gazetted: 05 July 2017

Closing Date: 21 July 2017

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

Reference Number: 15329

Contact Officer: Kate Murray (02) 6201 6286 kate.murray@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Urology

Registrar

Registrar 1 - Registrar 4 \$98,704-\$123,327, Canberra (PN:)

Gazetted: 05 July 2017

Closing Date: 23 July 2017

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

Reference Number: 15310

Contact Officer: Miffany Callan medadmin@calvary-act.com.au

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

Physiotherapy

Physiotherapist

Health Professional Level 1/2 \$65,757 - \$84,816, Canberra (PN:)

Gazetted: 29 June 2017

Closing Date: 5 July 2017

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

Contact Officer: Jason Whittingham 02 6201 6960 jason.whittingham@calvary-act.com.au

Reference Number: 15257

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

Strategic Business

Projects Hub

Senior Project Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38222)

Gazetted: 30 June 2017

Closing Date: 14 July 2017

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

Eligibility/Other Requirements: Relevant formal qualifications in a recognised business analysis or project management discipline or equivalent experience would be highly desirable. Possession of ITIL Foundation Certificate would be advantageous.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. An order of merit may be established for filling future positions at level within the next 12 months from this process.

Contact Officer: Mark Moerman (02) 6205 5262 mark.moerman@act.gov.au

Shared Services

Finance and Payroll

Accounts Processing Team

Team Leader Accounts Payable

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38778)

Gazetted: 05 July 2017

Closing Date: 21 July 2017

Details: This is a new and exciting role in a team going through transformation with the introduction of an invoice automation system. You will provide strong leadership and management to the Accounts Payable Team and support the Manager Accounts Processing in meeting key performance requirements and service deliverable standards. You will have experience in managing culture and continuous improvement within the team, along with effective skills in risk management, embedding technology initiatives and communication.

Contact Officer: Sonja Grosse (02) 6207 7295 sonja.grosse@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.

Shared Services ICT

Business Application Management

ICT Canberra Institute of Technology

ICT Project Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17244)

Gazetted: 03 July 2017

Closing Date: 10 July 2017

Details: The successful applicant will be required to develop and document project documentation including project plans, project schedules, customer proposals, project logs/registers, status reports, and variations. Demonstrate knowledge and understanding of information technology infrastructure issues and systems to manage, develop and implement multiple IT projects simultaneously.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. A knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous. A current driver's licence is highly desirable.

Note: This temporary position is available for up to 12 months. The order of merit established from this process may be used to fill further vacancies at level over the next 12 months.

Contact Officer: Deepansh Kwatra (02) 6205 2813 deepansh.kwatra@cit.edu.au

Economic and Financial Group

Financial Framework Management and Insurance

Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43381)

Gazetted: 04 July 2017

Closing Date: 18 July 2017

Details: Financial Framework Management and Insurance is seeking an officer experienced in the provision of policy and technical advice in relation to legislation development and policy implementation. The successful applicant will undertake work on insurance matters, mainly the monitoring of, and advising on the operation and effectiveness of the Compulsory Third-Party (CTP) Insurance Scheme. The officer will be required to provide strategic and high quality advice, exercise initiative, use good judgement, and liaise with stakeholders and the public on insurance matters. The successful applicant will have well developed policy, legislation development and implementation skills, and the demonstrated capacity to work effectively in a small team environment, plan work,

balance competing priorities and meet deadlines. You will have superior written and oral communication skills, including liaison and negotiation skills.

Eligibility/Other Requirements: Tertiary qualifications in law, business, economics or a related field are highly desirable.

Note: This is temporary position available for a fixed term between six months and two years. The position will be initially offered for six months with the possibility of extension for up to two years.

Contact Officer: Cecilia Willis (02) 6207 0292 cecilia.willis@act.gov.au

Shared Services ICT

Technical Services

Solutions Architecture

Solution Architect

Senior Officer (Technical) Grade C \$100,462 - \$108,140, Canberra (PN: 15791)

Gazetted: 29 June 2017

Closing Date: 6 July 2017

Details: Shared Services ICT is seeking an experienced solutions architect to provide services for multiple directorates for both ICT strategy and early solution engagement to guide ACT Government business area decision making.

Eligibility/Other Requirements: Candidate should have skills in architecture including infrastructure, cloud services, applications along any advantageous skills in decision making frameworks and financial modelling processes.

Note: This position is temporary until 5 January 2018 with the possibility of extension and/or permanency.

Contact Officer: Jonathan Owen 620 75969 Jonathan.owen@act.gov.au

Culture and Communications

Communications, Special Events and Executive Support

Communications

Digital Services Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35404, several)

Gazetted: 29 June 2017

Closing Date: 13 July 2017

Details: The Communications Division is looking for enthusiastic and experienced team members to support our web operations in a complex and fast paced dynamic work environment. The Digital and Design team within the Communications Division is responsible for leading digital communications and community engagement capability and capacity within the directorate and across the ACTPS. There are two positions available; one permanent and one temporary. The permanent position (PN: 35404) would suit someone with initiative, sound judgement and proven experience in developing and implementing innovative and effective digital solutions. This position would assist with the delivery of the Directorate's digital, design and traditional communications products, and would provide communications teams across government with strategy, web governance and training opportunities. Suitable applicants would possess high order interpersonal negotiation and communication skills. The temporary position (PN: 38874) would involve routine to moderately complex web service administration and publication tasks in an operational environment. This includes content publishing, including some HTML, layout, styles and some front-end interaction functionality. This is a service focused role managing and resolving user requests in collaboration with other team members. We are seeking someone who will use their initiative and experience to identify, investigate and resolve operational problems and develop and improve team support procedures.

Eligibility/Other Requirements: Relevant tertiary qualifications will be highly regarded, and/or appropriate experience in the delivery of digital communications, preferably in a government environment. Experience with use and administration of website content management solutions such as but not limited to Squiz Matrix, Oracle RightNow or SharePoint is desirable.

Note: There is a permanent and temporary position available. The temporary position is available for six months with the possibility of extension.

Contact Officer: Alan Maskell (02) 6207 6287 alan.maskell@act.gov.au

Shared Services

Shared Services ICT/Business Application Management

ICT Team Community Services

ICT Resources Support Officer

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 01016)

Gazetted: 04 July 2017

Closing Date: 18 July 2017

Details: Shared Services ICT is seeking an experienced ICT professional to work as a key member of the Data and Reporting Team in the ICT Team for Community Services Directorate. The successful applicant will provide strong leadership skills for a team responsible for maintaining accurate records related to Directorate ICT assets and telecommunication resources. This involves liaison with Shared Services central units, directorate business areas and the ICT team. The successful applicant will have strong communication and management skills to ensure appropriate outputs are achieved.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Knowledge of Project Management Methodologies (like PMBOK, Prince2) and the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Note: This temporary position is available from 14 August 2017 until 31 January 2018 with the possibility of permanency from this process.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Access Canberra

Customer Coordination

Working with Vulnerable People

Risk Assessment Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 30720, several)

Gazetted: 30 June 2017

Closing Date: 14 July 2017

Details: Under the direction of the Manager, Working with Vulnerable People Risk Assessment: Provide high level client service at the counter, over the phone and in writing. Analyse complex registrations under the Working with Vulnerable People scheme. Deal appropriately with confidential and sensitive information. Exercise sound decision making practices in keeping with the Working with Vulnerable People Risk Assessment Guidelines. Maintain accurate records in accordance with the *Territory Records Act 2002*. Contribute to the operations of Access Canberra and perform other duties as directed. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. This position does not involve direct supervision of staff.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* 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.

By applying for this position you indicate that you are willing to attend counselling to manage your ongoing health in relation to graphic and sensitive information. By applying for this position you may be required to undergo psychometric testing as part of the selection process. **DISCLAIMER: Potentially Offensive or Traumatic Material** Please read the following information prior to applying for the position. Some areas of work carried out by the Working with Vulnerable People team involve potentially distressing case materials such as in the areas of physical violence and abuse, sexual assault, child exploitation (which includes offences relating to child pornography, the grooming and procuring of children for sexual purposes, and child sexual assault). The review of such matters may involve exposure of staff members to graphic violent and pornographic images, written descriptions of such matters, and disturbing factual situations. By applying for the position, you acknowledge the nature of the material you may be exposed to in the role.

Note: This is a temporary position available for up to 24 months.

Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to jobs@act.gov.au.

Contact Officer: Katrina Fleck (02) 6205 8415 katrina.fleck@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**

Strategic Policy

Policy and Performance

Human Services Policy

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 29739)

Gazetted: 30 June 2017

Closing Date: 18 July 2017

Details: The Strategy, Participation and Early Intervention Division is seeking a highly motivated Senior Policy Officer to join the Human Services Policy team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. The Human Services Policy team is responsible for developing strategic and specialist policy on human services issues, leading initiatives focused on social inclusion, preparing Cabinet submissions, progressing legislative reform, contributing to whole of government and national reform initiatives, and participating in national forums regarding children, young people, their families, and on disability issues. The Senior Policy Officer leads and contributes to policy and legislative advice, Ministerial briefings and correspondence, and secretariat support to a range of national forums. This position requires a motivated individual that has experience providing policy or program advice, support to internal stakeholders and an ability to represent the Directorate in external stakeholder environments. The successful candidate will report to the Senior Manager, Human Services Policy. Contact Officer: Sarah Anderson (02) 6207 1090 sarah.anderson@act.gov.au

Office of the Deputy Director General

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35627)

Gazetted: 30 June 2017

Closing Date: 14 July 2017

Details: The Executive Unit consists of the Director-General, the Deputy Director-General, two Executive Officers and two Executive assistants. The Unit is a dynamic and outcomes oriented area focused on delivering high level support to Ministers, the Executive and other government and community stakeholders. The successful candidate will be highly motivated and organised with exceptional skills in strategic thinking and developing productive working relationships.

Note: This is a temporary position with the possibility of extension and is available in a full-time or part-time capacity however for part-time hours the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

Contact Officer: Claire Barbato (02) 6207 6516 claire.barbato@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Regional Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30728)

Gazetted: 30 June 2017

Closing Date: 7 July 2017

Details: The Regional Manager is responsible for providing leadership and direction to staff, clients and stakeholders on a diverse and often complex range of issues involved in providing support to public housing tenants. The duties of this position include managing the day to day operations of a busy operational area,

preparing reports and statistical analysis, responding to ministerial correspondence and developing and maintaining networks and collaborative working relationships with community service organisations. The successful applicant will need to demonstrate that they have strong management and leadership skills, the ability to think strategically in a busy operational environment and possess excellent interpersonal and communication skills.

Eligibility/Other Requirements: Current driver's licence. Experience in using a range of IT business and office applications. Relevant tertiary qualifications in Social Work, Community Development or a related field are desirable but not essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

Contact Officer: Bernadette Maher (02) 6207 1346 bernadette.maher@act.gov.au

Strategy, Participation and Early Intervention

Service Design, Policy and Accountability

Human Services Policy

Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18370)

Gazetted: 03 July 2017

Closing Date: 17 July 2017

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

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

Director of Public Prosecutions

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

Team Leader

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 02916)

Gazetted: 05 July 2017

Closing Date: 12 July 2017

Details: The Office of the Director of Public Prosecutions is looking for a team leader who is highly motivated, organised with exceptional skills in time management and problem solving. The successful applicant will excel at fostering positive working relationships and will make a significant contribution in leading a team to deliver high quality legal support services.

Eligibility/Other Requirements: Diploma in Legal services. The successful applicant will be required to undergo a criminal record check.

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

Contact Officer: Emma Flukes (02) 6207 5399 emma.flukes@act.gov.au

Education

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

School Performance and Support

Student Engagement

Student Wellbeing

Senior Manager Clinical Practice

Health Professional Level 6 \$137,415, Canberra (PN: 38907)

Gazetted: 30 June 2017

Closing Date: 18 July 2017

Details: This senior role presents an exciting opportunity to contribute to the strategic direction and clinical development of multi-disciplinary teams within an education environment. The successful applicant will provide leadership in continuous organisational improvement, review services, provide advice to senior ACT Education Directorate officers and the Minister, and provide consultation and mentoring in relation to clinical supports for children and young people, particularly those with complex needs and challenging behaviours.

Eligibility/Other Requirements: Must have a minimum of five years experience as a fully registered psychologist. 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: David Bromhead (02) 6205 7170 david.bromhead@act.gov.au

Business Services

Governance and Community Liaison

Complaints and Liaison Unit

Senior Liaison Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 34322)

Gazetted: 30 June 2017

Closing Date: 18 July 2017

Details: Are you experienced in effectively resolving complaints? Can you make informed assessments about education programs? If so, you may be interested in this position with ACT Education Directorate. As the Senior Liaison Officer with the Complaints and Liaison Unit you will assist parents to resolve complaints raised with the Directorate about ACT Public Schools. You will also assess home education plans and reports submitted by parents who seek to register children for home education. As a member of a small team you will contribute to the wider work of the Unit. In addition to having skills in complaints management and a suitable background in education, you will be organised, able to keep excellent records (using the Unit's Customer Relationship Management tool), and manage competing time frames. Ultimately, you will be a great communicator and someone who listens well, has emotional intelligence, and is resilient.

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

Note: If you are interested in this position you are asked to ring the contact officer prior to lodging your application.

How to Apply: To be considered for an interview, your written application must concisely address each of the elements outlined in the selection criteria (400 word maximum per criterion). Please attach a brief CV outlining your work history and qualifications, and list two referees. One of your referees must be your current employer or supervisor.

Contact Officer: Lynda Tooth (02) 6205 9301 lynda.tooth@act.gov.au

Office for Schools

Belconnen Network

Kaleen Primary School

Classroom Teacher–Year 4

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 34825)

Gazetted: 30 June 2017

Closing Date: 24 July 2017

Details: Kaleen Primary School is a P-6 School with approximately 600 students and will operate with 22 classes from K-6 and three Preschool sessions in 2017. We are seeking a highly motivated Primary School Classroom Teacher to join our middle school team to teach a year 4 class until the end of 2017.

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

Note: This is a temporary position available from 10 August 2017 until 26 January 2018.

Contact Officer: Joanne Keens (02) 6205 5888 joanne.keens@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.

Student Engagement

Network Student Engagement Team

Disability Education

Hearing Support Partner

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 08829)

Gazetted: 30 June 2017

Closing Date: 24 July 2017

Details: An exciting opportunity exists for an innovative, high performing school leaders to join the Student Engagement Branch as a Hearing Support Itinerant Teacher. In accordance with Directorate policies Hearing Support Itinerant Teachers will work with School Network Leaders, schools leadership teams and Special Needs/Student Services team to develop an effective school-wide support model that addresses universal, selected and targeted interventions including; undertaking effective case management including maintenance of records in accordance with existing NSET procedures, provide broad and targeted support in order to build school capacity to better meet the needs of students with hearing impairments. Support may include: Providing guidance to teachers on how to prepare learning materials to allow students to adequately access the curriculum, providing strategies for making reasonable adjustments to the physical school environment, providing professional learning to teachers, teaching teams and the whole school on effective strategies that can be used to support students with hearing/ complications, providing specialised information which schools can communicate to families about how students with hearing and/or complications are being supported, working with executive teams to support the school adhere to the Disability Education Standards, working with schools to manage the integration of disability services provided by ACT Education for students who are accessing or eligible for the NDIS Provide limited targeted in class teaching support for students. Teaching duties may include: undertaking a teaching load as negotiated with the school to model teaching strategies provided, providing targeted in class support to students, providing observations of the student/teacher/support staff, in order to provide feedback and advise on improving practice, maintaining accurate student assessment, providing detailed reporting on student achievement. The Hearing Support Itinerant Teacher will be expected to deliver professional learning, and in class demonstrate classroom management strategies when working with teachers on their practice. School based conditions apply to these positions.

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

Mandatory: 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 Desired:

Masters in Special Education and/or experience in the field.

Notes: This is a temporary position available from July 2017 until 26 January 2018.

Contact Officer: Lachlan Ellis (02) 6207 1985 lachlan.ellis@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.

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

Office of the Director-General

Engagement and Executive Support

Government Services

Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 30775)

Gazetted: 05 July 2017

Closing Date: 12 July 2017

Details: The Environment, Planning and Sustainable Development Directorate is amidst a raft of change and is seeking a highly motivated, experienced manager to lead the everyday operations of its fast-paced, highly dynamic Government Services Team! If you have strong communication skills, attention to detail, knowledge of government business processes and an understanding of service delivery for more than one Minister, then this job is for you!

Eligibility/Other Requirements: Knowledge of current government processes, including Cabinet and its Subcommittees, and Assembly processes. Experience in the use of Objective would be an advantage.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension. Selection may be based on application only.

Contact Officer: Laura Marcantonio (02) 6207 8263 laura.marcantonio@act.gov.au

Environment

Conservation Research

CEMP Development and Implementation Officer

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 42111)

Gazetted: 05 July 2017

Closing Date: 12 July 2017

Details: Join a dynamic team providing research information for Government land management programs. The successful applicant will be responsible the development and ongoing implementation of a Conservation Effectiveness Monitoring Program (CEMP) for the ACT reserve network including detailed monitoring plans for eight representative ACT ecosystem units, including: Lowland Native Grasslands, Lowland Woodlands, Lowland Forests, Aquatic and Riparian Ecosystems, Upland Native Grasslands, Upland Forests, Upland Woodlands, Upland Bogs and Fens.

Eligibility/Other Requirements: Tertiary qualifications in a field of environmental management or biological science is essential, preferably including studies in Botany, Zoology or Ecology. A current Manual driver's licence.; willingness to work in remote locations, out of hours and in adverse weather conditions and the ability to work independently in the field is required. A current Senior First Aid certificate is desirable.

Note: This is a temporary position available from 1 August 2017 to 31 June 2019 with the possibility of extension for another year. Selection may be based on application and referee reports only.

How to Apply: Applications should outline experience and ability for each of the selection criteria (no more than 200 words per criterion), and include contact details of at least two referees and a curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Julian Seddon (02) 6207 7757 julian.seddon@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Senior Manager

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 28477)

Gazetted: 06 July 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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The senior management position oversees the Childhood Early Intervention Program, the Specialist Youth Mental Health Outreach Program, and CAMHS Carer and Consumer Participation. These programs sit within Child and Adolescent Mental Health Services. The teams consist of Social Workers, Occupational Therapist, Psychologist, Registered Nurses, Nurse Practitioner, Carer Consultant, and Allied Health Assistant and psychiatry. These programs provide specialist assessment, treatment, assertive outreach, and secondary consultation and close liaison with the Department of Education, Australian National University and youth services. The Childhood Early Intervention Program works with primary schools within the ACT. The Specialist Youth Mental Health Outreach works with young people aged 14 to 25 who are experiencing first episode psychosis; suffer from severe anxiety and/or depression and are marginalised with significant barriers to accessing office based treatment and mental health care. As a senior manager, the Health Professional Officer 5 works to the CAMHS Operational Director and CAMHS Clinical Director on strategic input and support for Divisional and organisational goals. The Health Professional Officer 5 ensures the effective and efficient delivery of Child and Adolescent Mental Health Services in these programs.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in Social Work and eligibility for membership of the Australian Association of Social Workers. Must hold a current driver's licence.

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

Contact Officer: Catherine Furner (02) 6205 1756 catherine.furner@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22166)

Gazetted: 06 July 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. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatient care to consumers requiring elective and emergency surgical procedures. As a major tertiary and trauma referral centre for the ACT and surrounding NSW, Canberra Hospital needs to be equipped and able to manage high volumes of trauma and emergency cases that cannot be provided by other facilities. The Dental Health Program delivers prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. Overview of the work area and position. Ward 5A is a 30 bed inpatient unit delivering patient centred care to those requiring the services of the orthopaedic specialty. The Clinical Nurse Consultant (CNC) Ward 5A is: responsible for the day to day operational management of services within the ward including the management of nursing workloads/models of care and patient flow both internal and external to the ward; to provide expert clinical leadership and management within a nursing and multidisciplinary team; to embed and maintain the National Safety and Quality Health Service Standards (NSQHSS) at a ward level; to develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post graduate qualification or working towards a higher degree in Health Services Management. 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).

Contact Officer: Jillian Davis (02) 6174 5091 jillian.davis@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22381)

Gazetted: 06 July 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. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatient care to consumers requiring elective and emergency surgical procedures. As a major tertiary and trauma referral centre for the ACT and surrounding NSW, Canberra Hospital needs to be equipped and able to manage high volumes of trauma and emergency cases that cannot be provided by other facilities. The Dental Health Program delivers prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. Overview of the work area and position: Ward 10A is a 28 bed inpatient unit delivering patient centred care to those requiring the services of the general surgery and ophthalmology specialties. The Clinical Nurse Consultant (CNC) Ward 10A is responsible for the day to day operational management of services within the ward including the management of nursing workloads/ models of care and patient flow both internal and external to the ward; to provide expert clinical leadership and management within a nursing and multidisciplinary team; to embed and maintain the National Safety and Quality Health Service Standards (NSQHSS) at a ward level; to develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow.

Eligibility/Other Requirements: Must be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post graduate qualification in or working towards a higher degree in Health Services Management. 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).

Contact Officer: Jillian Davis (02) 6174 5091 jillian.davis@act.gov.au

Quality Governance and Risk

People and Culture

Staff Development

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 26326)

Gazetted: 06 July 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. People and Culture provides HR services directly and through partnership with ACT Government Shared Services. The services provided range from recruitment, employee relations, workplace health, workforce policy and planning, and training and education. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with government and non-government service providers to ensure the best possible outcomes for staff. The Division delivers services at a number of locations. These services include: Executive Office, industrial relations, workforce innovation and projects; Organisational Development-leadership and cultural education, performance management and My Health; Employment Services –Investigations, employee relations, recruitment and workplace health; Staff Development Unit,- orientation, manual tasks, graduate nurse programs, e-learning, learning management system, reporting, work experience, life support programs and clinical education programs. Overview of the Work Area and Position: Staff Development Unit (SDU) reports to the Executive Director People and Culture Quality Governance and Risk. SDU is a Registered Training Organisation, located on the Canberra Hospital Campus and provides a key coordination role for Learning and Development (LD) in ACT Health. SDU provides education and training for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation as well as valuing the needs of staff. SDU develops the eLearning for most of the organisation and manages the systems, reporting and policies for the majority of education/training in ACT Health. This is a part time position reporting to the Director of Staff Development Unit. An expression of interest is sought from an experienced nurse with excellent clinical skills and education experience to lead, plan, implement and evaluate Neonatal Life support Programs for nursing and medical staff. This is a RN Level 3 part time (three days per week) position and is a great opportunity to further develop your skills as a nursing educator and work in a dynamic team. Applicants should have the ability to prioritise their own workload, work with a diverse group of stakeholders and have excellent interpersonal, communication and liaison skills. Extensive previous experience in providing Neonatal Life Support Education, qualifications in neonatal nursing and extensive education experience and undertaking a master's degree would be an advantage. Applications from clinical staff with limited education experience will also be considered and support and training will be provided.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); extensive clinical experience in neonatal nursing and; sound understanding of education and adult learning. Desirable: Commitment and accountability to own learning, development and practice with postgraduate qualifications in clinical and/or education or extensive relevant experience. Holds or is working towards a masters degree and a Certificate IV Training and Assessment or extensive experience in teaching. 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 part-time position available at 24:00 hours per week (hours are negotiable) and the full-time salary noted above will be paid pro-rata. The position is available for a period of 12 Months with the possibility of extension and/or permanency.

Contact Officer: Elizabeth Renton (02) 6244 2437 elizabeth.renton@act.gov.au

Corporate

Health Infrastructure Services

Health Infrastructure Service Recurrent

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 21716)

Gazetted: 06 July 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. Canberra Hospital and Health Services (CHHS) 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. Health Infrastructure Services is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: This position will support and provide strategic advice to the Executive Director, Health Infrastructure Services. Main duties will include coordination and preparation of high level government business including briefings and correspondence, internal minutes, Cabinet submissions and Assembly material. The position will also provide day to day supervision of the activities relating to the Executive Director's office and administrative staff within the office.

Eligibility/Other Requirements: Desirable: Possession of relevant qualifications and/or extensive experience in a complex healthcare and/or project management environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Quality, Governance and Risk

People and Culture

Executive

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 21959)

Gazetted: 06 July 2017

Closing Date: 20 July 2017

Details: About us: 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 ACT Health Branches, the People and Culture Branch 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 and Culture integrated teams. Overview of the work area and position: The People and Culture Executive team is responsible for the strategic and operational management of the People and Culture Branch ensuring the effective and efficient operation of strategic people management advice, policy and programs across the ACT Health Directorate. The People and Culture Branch is responsible for the strategic and operational management of the People Strategy, ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health. As the Executive Officer to the Executive Director, People and Culture you will be responsible for the provision of high level confidential secretarial, administrative and project based support that contributes to the Branch achieving its business goals and deliverables. This role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities.

Eligibility/Other Requirements: Experience in providing confidential high level executive assistance and administrative support services to senior management; sound knowledge of office management and administrative procedures, practices and record management systems. Desirable: Diploma or Certificate IV in Business Administration; and demonstrated ability to use SharePoint and TRIM. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jackie Laws (02) 6207 9421 jackie.laws@act.gov.au

Corporate

Business Support

Business Support and Development

Quality Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 29396)

Gazetted: 06 July 2017

Closing Date: 20 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.

Overview of the work area and position: ACT Health Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Bruce Public Hospital (CBPH), private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). SS provides reprocessing of RMDs, purchasing, instrument repairs and maintenance. SS is organised into the following functional areas: SS at Mitchell, including management and administration; Pre-Rinse Sterilising Unit (PRSU) at CH; Pre-Rinse Sterilising Unit (PRSU) at CBPH; and Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH.

Eligibility/Other Requirements: To be successful in this position, it is expected that the successful candidate will have the following attributes: strong organisational skills with a high degree of drive; strong understanding of sterilising Services processes in a clinical setting; and adaptability, flexibility and initiative to accommodate change, and committed to timely, responsive quality client focused service. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Desirable: Recognised tertiary qualifications in Health or nursing or related disciplines are highly desired. Current Class C driver's Licence and relevant work experience highly desired.

Note: This is a full-time 12 month position with the possibility of extension. Part-time hours may be considered.

The advertised salary will be paid pro-rata for part-time hours. This position may be rotated between the Canberra Hospital, Calvary Hospital, Mitchell Sterilising Service and health building in Phillip (Bowes Street).

Contact Officer: Kavitha Kugathas (02) 6213 3299 kavitha.kugathas@act.gov.au

Population Health, Protection and Prevention

Health Protection Service

EH Food Team

Environmental Health Officer

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 27604)

Gazetted: 06 July 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. Overview of the work area and position: The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service is a risk based regulator that manages public health risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. The role may involve a variety of public health regulatory activities, including managing small team to deliver those functions such as inspections of food businesses and management of outbreaks or other potential public health risks. The Environmental Health section works closely with other areas of government such as Access Canberra in executing these functions. The role would suit someone with tertiary qualifications and demonstrated experience in managing small Environmental Health teams. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Eligibility/Other Requirements: Desirable: Bachelor in Applied Science (Environmental Health) or Bachelor in Applied Science and a Master or graduate diploma in Environmental Health or a Bachelor of Science with a Master or graduate diploma in Environmental Health. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary full-time position available for 12 weeks until 7 September 2017.
Contact Officer: Radomir Krsteski (02) 6205 0956 radomir.krsteski@act.gov.au

**Quality, Governance and Risk
People and Culture**

Employment Services

Injury Management Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 28500)

Gazetted: 06 July 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. The Quality, Governance and Risk Division is a newly formed Division focusing on ACT Health's strategic approach to safety, quality and risk with a focus on continuous quality improvement. The division will provide strategic leadership, oversight and advise on ACT Health's Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement. As well as providing strategic frameworks in quality governance and risk across ACT Health.

Overview of the work area and position: The People and Culture team is responsible for the strategic and operational management of the effective and efficient operation of strategic people management advice, policy and programs across ACT Health. Under broad direction, you will play a key role in providing day to day Injury Management support and advice to Executives and Managers across ACT Health on all matters relating to early intervention, workplace rehabilitation, return to work services and fitness for duty assessments.

Eligibility/Other Requirements: Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check

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

Canberra Hospital and Health Services

Medicine

Acute Support Service

Manager Speech Pathology and Audiology

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 12925)

Gazetted: 06 July 2017

Closing Date: 20 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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services.

A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Acute Support Allied Health Service is part of the Division of Medicine which is a contemporary evidence based service, providing high quality inpatient and outpatient care at the Canberra Hospital. Acute Support Allied Health comprises nine distinct allied health teams including speech pathology and audiology, nutrition, physiotherapy and social work and aims to provide collaborative care working both within the Division of Medicine and across the six

other clinical divisions that make up Canberra Hospital and Health Services, as required. In this position it is expected that you will provide clinical leadership, management of and guidance to the discipline workforce, as well as provide oversight and apply quality improvement processes to the services provided as a discipline and as an integrated allied health service working across multiple clinical Divisions. You will provide regular input into, and form, an integral part of the Acute Support Allied Health leadership team. You will be required to oversee professional development and supervision, promote and participate in quality improvement and research initiatives, manage credentialing and regulation compliance and contribute to team processes.

Eligibility/Other Requirements: Approved Degree or Postgraduate qualifications in speech pathology and eligible for membership with Speech Pathology Australia; proven leadership/management experience is essential. 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. A current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary full-time position available until 3 November 2017 with the possibility of extension.
Contact Officer: Kerry Boyd (02) 6174 5106 kerry.boyd@act.gov.au

Innovation

Research

Research Office

Ethics Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 03369)

Gazetted: 06 July 2017

Closing Date: 20 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 a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Office of Research leads strategic development and management of ACT Health's research, collaborating with clinical areas and academic institutions in the conduct and translation of research into practice. Our vision is to have a world-class sustainable teaching and learning organisation that delivers cutting edge healthcare informed by research that maximises health outcomes for patients and communities. With Academic Partners, underlying the direction are five key initiatives; Effective translation from fundamental science to the clinic; Grow, support and maintain the next generation of health and medical researchers; innovation and improvement of the health system through high quality health service and clinical research; growing and unlocking the health opportunities with data science and improve the investment opportunities for ACT Health innovations. Overview of the work area and position: In addition to the Executive, the Office of Research has four units: Clinical Trials Management; Ethics and Governance; Epidemiology, Biostatistics and Data Science; and Pre-clinical Research Management. The Ethics Manager reports to the Head of Ethics and Governance Unit. The primary role of this position will be to manage the ACT Health Human Research Ethics Committee (HREC) in the review, approval and ongoing monitoring of human research projects. The HREC structure includes the HREC itself and three sub-committees; this position will play a significant role across the Ethics structure and will support research governance activities as required. The HREC reviews approximately 270 to 300 new research applications each year and is responsible for the ongoing monitoring of approximately 700 to 800 projects at any given time.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field and knowledge and understanding of research ethics and governance are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: August Marchesi (02) 6174 7968 august.marchesi@act.gov.au

Canberra Hospital and Health Services

Medicine

Clinical

Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 19243, several)

Gazetted: 06 July 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. Overview of the work area and position: Ward 7B, General Medicine, is seeking the skills and competence of a Registered Nurses to join their high energy, positive and supportive team. Ward 7B is a 26 bed unit which comprises of General Medicine patients. It is desirable that you have clinical background and experience to care for general medical conditions, patients with complex care needs, drug & alcohol, toxicology and medically unwell mental health patients. It is expected that you have skills in advanced nursing practice, are able to provide guidance and support to a team of RN Level 1, Enrolled Nurses, Assistants in Nursing; and act as Team Leader in the absence of the Clinical Nurse Coordinator. These positions are well supported by the Clinical Nurse Consultant, Clinical Nurse Coordinator and Clinical Development Nurse and you will be a part of a supportive, friendly, experienced team. It is important that demonstration of ACT Health's Core Values are upheld in this position, and that the applicant should have values which reflect the team values of Ward 7B. The team on 7B take great pride in their execution of patient centred care, caring for each other as a team and look forward to welcoming the successful applicant to this role.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: These are a permanent positions working 38 hours per week, however, part time hours may be considered. Successful applicants are expected to work a rotating roster.

Contact Officer: Zivai Maburuse (02) 6244 2657 zivai.maburuse@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Health Professional - Allied Health Led Spinal Service

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 11469)

Gazetted: 06 July 2017

Closing Date: 20 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. 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. 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. The Allied Health Led Spinal Pain Service is a new multidisciplinary, community based service currently in development. It is designed to provide a clinical pathway and multidisciplinary community based clinic for clients residing in the ACT who present with back or neck pain to the Emergency Department, Primary Care or other ACT Health services. ACT Health clients who are referred to the Allied Health Led Spinal Pain Clinic will be provided with education, exercise programs, group services and access to a multidisciplinary team, which includes which includes physiotherapy and psychological assessments and interventions as appropriate. The successful candidate will be responsible for conducting clinical assessments and interventions with eligible/suitable ACT Health clients who are referred to the Allied Health Led Spinal Service. The

position will report to the Clinical Lead Physiotherapist, who is their operational line manager. Professional and clinical management of this position will come from Manager of Acute Support Psychology.

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

Note: This is a permanent part-time position at 22:03 days per week. The advertised salary will be paid pro-rata for part-time hours. Location of work to be negotiated with the successful applicant.

Contact Officer: Pablo Wieckowski (02) 6207 8705 pablo.wieckowski@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Spinal Pain Service

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 11572)

Gazetted: 06 July 2017

Closing Date: 20 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. 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. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Allied Health Led Spinal Pain Service is a new multidisciplinary, community based service currently in development. It is designed to provide a clinical pathway and multidisciplinary community based clinic for clients residing in the ACT who present with back or neck pain to the Emergency Department, Primary Care or other ACT Health services. ACT Health clients who are referred to the Allied Health Led Spinal Pain Clinic will be provided with education, exercise programs, group services and access to a multidisciplinary team, which includes physiotherapy and psychological assessments and interventions as appropriate. The successful candidate will be expected to conduct spinal assessments, coordinate and run education sessions and other duties within their scope as directed by the Lead.

Eligibility/Other Requirements: Mandatory: Degree in Physiotherapy, or recognized equivalent; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made; and current driver's licence. Desirable: Relevant project involvement/experience. 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 position is permanent part-time available at 29:24 hours per week and the full-time salary noted above will be paid pro-rata. Days of work are negotiable. The successful applicant will be required to work across various locations.

Contact Officer: Pablo Wieckowski (02) 6174 8705 pablo.wieckowski@act.gov.au

Population Health, Protection and Prevention

Health Improvement

Health Promotion

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 24174)

Gazetted: 06 July 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. Overview of the work area and position: The Health Improvement Branch, Health Promotion Section, initiates and manages programs and initiatives that aim to improve the health of the ACT population. These initiatives are delivered in partnership with other agencies and include activities that influence the social and environmental conditions that impact on population and individual health. Initiatives target both the whole ACT population and specific population groups. Health Promotion is looking for a motivated and enthusiastic individual to help deliver on our health promotion priorities. This position will be expected to be able to work across any area of the Health Promotion Section as required. As this position will currently primarily be responsible for contributing to the delivery of programs in the school setting, applicants with excellent skills in developing and managing partnerships with the education sector will be viewed favourably. Eligibility/Other Requirements: Relevant tertiary qualification and demonstrable experience working as a Project Officer is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a full-time temporary position however full/part-time hours can be negotiated. This position is available until 30 June 2018. 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: Naomi Lee (02) 6207 8854 naomi.lee@act.gov.au

Innovation

Research

Research Office

Business Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18224)

Gazetted: 06 July 2017

Closing Date: 20 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 a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Office of Research leads strategic development and management of ACT Health's research, collaborating with clinical areas and academic institutions in the conduct and translation of research into practice. Our vision is to have a world-class sustainable teaching and learning organisation that delivers cutting edge healthcare informed by research that maximises health outcomes for patients and communities. With Academic Partners, underlying the direction are five key initiatives: Effective translation of research from fundamental science to the clinic; grow, support and maintain the next generation of health and medical researchers; innovation and improvement of the health system through high quality health service and clinical research; growing and unlocking the health opportunities with data science; and improve the investment opportunities for ACT Health innovations. Overview of the work area and position: In addition to the Executive, the Office of Research has four units: Clinical Trials Management; Ethics and

Governance; Epidemiology, Biostatistics and Data Science; and Pre-clinical Research Management. The Business analyst position is part of the Epidemiology, Biostatistics and Data Science Unit. The Unit has a broad and diverse service portfolio across ACT Health. The Business Analyst position supports the Chief Data Architect in the Unit working with clinical and other service areas both within the Office of Research and externally to deliver appropriate documentation and analysis in the delivery of digital solutions for ACT Health. A major focus of the Office is the ACT Health Research Web Portal and its online research platform applications.

Eligibility/Other Requirements: Desirable: Preferred Bachelor qualification with a major in Information Technology Business Analysis; and hold a current ACT driver's licence or equivalent. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Reagan Taylor (02) 6244 4288 reagan.taylor@act.gov.au

Innovation

Research

Research Office

Project and Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38716)

Gazetted: 06 July 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. Overview of the work area and position: The Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council. The Project and Finance Officer provides key support to the Centre for Clinical Trials at Canberra Hospital. The main responsibilities will be to investigate hospital wide clinical trial activities and determine the level of compliance of those activities and systems against the standard acceptable practice. Other responsibilities will include training and oversight of finances and finance staff within the Centre for Clinical Trials.

Eligibility/Other Requirements: Desirable: A degree in a relevant area from a recognised university with relevant work experience, or an equivalent combination of experience and/or education. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a temporary position available for 12 months with the possibility of extension. The option to work part-time will be considered. Hours of work are flexible. The advertised salary will be paid pro-rata for part-time hours. Selection may be based on written application and referee reports only

Contact Officer: Katherine Johnson (02) 6244 2811 katherine.johnson@act.gov.au

Quality Governance and Risk

People and Culture

People and Culture Executive

Personal Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 24925)

Gazetted: 06 July 2017

Closing Date: 20 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. Overview of the work area and position: 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 ACT Health Branches, the People and Culture Branch 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 and Culture integrated teams. The People and Culture Executive team is responsible for the strategic and operational management of the People and Culture Branch ensuring the effective and efficient operation of strategic people management advice, policy and programs across the ACT Health Directorate. Under broad direction, you will play a key role in providing high level secretarial and administrative assistance and support to the Executive Director, People and Culture Branch. This role requires a self-motivated, detail orientated person with strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities.

Eligibility/Other Requirements: Previous experience providing executive support at a high level and high level of proficiency in Microsoft Office Suite particularly Outlook, Word and Excel is essential. Relevant tertiary qualification in business administration and a current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jackie Laws (02) 6207 9421 jackie.laws@act.gov.au

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

Justice Health Services

Administrative Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 17293 (expected vacancy))

Gazetted: 06 July 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. Overview of the work area and position: The Justice Health Services Primary Health Team is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will assist in managing administration and supporting the operational needs of clinical staff working within the custodial settings of the Hume Health Centre (HHC) and Bimberi Youth Justice Centre (BYJC). The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: A c driver's licence is mandatory. Desirable: Previous experience within a custodial/corrections environment and an understanding of medical terminology. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Population Health

Health Protection Service

HPI Program Safety

Personal Assistant to Executive Director, Health Protection Services

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 29468)

Gazetted: 06 July 2017

Closing Date: 13 July 2017

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The role of the Business Support Services (BSS) section of the Health Protection Service

(HPS) is to provide administrative support to HPS program areas including Business/Quality improvement; Database administration; Licensing and Registration; Administrative, Corporate and executive support; Records Management; and management of the HPS Facility. BSS provides customer service as the first point of to HPS stakeholders visiting the site or contacting the Service by phone. The position is responsible for providing day to day personal assistance support to the Executive Director, Health Protection Service. You will organise and maintain appointments, draft and prepare minor correspondence as necessary, arrange and provide secretariat for meetings. Other duties include maintaining liaison with internal and external agencies to ensure the efficient co-ordination of the sectional activities, assist with minor research and project tasks as required. Ability to work under limited supervision in a fast passed environment and adapt to change is highly desirable.

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

Note: This position is temporary for six months with possibility of permanency.

Contact Officer: Cathie Smith (02) 6205 1714 cathie.smith@act.gov.au

Corporate

Health Infrastructure Services

Health Infrastructure Service Recurrent

Senior Fitter

Facilities Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 29516)

Gazetted: 06 July 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. Canberra Hospital and Health Services (CHHS) 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: To supervise the activities of the Fitters Workshop, including the direction of staff and scheduling of work in accordance with priorities established in consultation with the Mechanical Fitters Supervisor and Planner for all ACT Health Sites.

Eligibility/Other Requirements: Mandatory: A Trade Certificate in Fitter and Machinist or Welding and Metal Fabricator or Boiler Maker. Demonstrated ability and experience in the supervision and co-ordination of a multi trade work force in the performance of maintenance and/or new works activities. A current driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Andrew Steele (02) 6244 4530 andrew.steele@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Department of Neonatology

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 25479, several)

Gazetted: 06 July 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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic

University. Overview of the work area and position: The Women, Youth and Children Division deliver a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community. We are looking for experienced and skilled Neonatal Intensive Care Unit (NICU) Trained Registered Nurses to work within the Department of Neonatology. The Department of Neonatology is the only tertiary level 5-6 Neonatal Unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service and NICU Growth and Development Clinic. NICU and SCN have 27 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualised family centered care in a developmentally appropriate and technologically state-of-the-art environment.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several full-time permanent positions available, however hours can be negotiated. If part-time hours are negotiated the salary noted above will be paid pro-rata.

Contact Officer: Melanie Rosin (02) 6142 6352 melanie.rosin@act.gov.au

Canberra Hospital and Health Services

Chief of Clinical Operations

Imaging

Health Professional - Medical Imaging

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 16319)

Gazetted: 06 July 2017

Closing Date: 20 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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position. The Medical Imaging Department is responsible for providing quality diagnostic imaging services for patients in the ACT and surrounding region. The successful applicant will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in the more complex procedures with the approval and supervision of the Senior Health Professional Officer in the area.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Tertiary qualifications or equivalent in Medical Radiation Science (Radiography); be eligible for an ACT Radiation licence; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made; and 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: The successful applicant will be required to participate in weekend, out of hours and on-call rosters.

Contact Officer: Ashley Hoolihan (02) 6244 2111 ashley.hoolihan@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Pharmacy Technician

Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 24210)

Gazetted: 06 July 2017

Closing Date: 24 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. 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. The Pharmacy Department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The Department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Support and Operations the pharmacy technicians will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. The pharmacy team charter 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. Certificate IV in Hospital-Health Services Pharmacy Support or qualification deemed equivalent. Highly desirable: at least four years hospital pharmacy experience in a variety of hospital pharmacy settings including aseptic preparation, oncology and dispensary and SHPA membership. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; be registered under the Working for Vulnerable People Act; work across multiply CHHS locations; and comply with ACT Health Occupational Assessment, Screening and Vaccination policy. All new staff will be responsible to have their immunisation status up to date prior to commencing work with ACT Health.

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

Contact Officer: Stuart Margison (02) 6244 2120 stuart.margison@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Pharmacy - TCH

Pre-Registration Pharmacist (2018 program)

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 38816, Several)

Gazetted: 06 July 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. 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 provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Support and Operations the pharmacy technicians will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The pharmacy team charter 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." An exciting development opportunity exists to work as a part of the team under direction from the Clinical Lead for education and training.

Eligibility/Other Requirements: Mandatory: The applicant will have been awarded an Australian entry level pharmacy degree by the end of 2017 AND will be eligible for provisional registration with AHPRA (Australian Health Practitioner Regulation Agency) AND be eligible to enrol in an Intern Training Program accredited by the Australian Pharmacy Council prior to employment; successful applicants will be expected to sit for their written AHPRA exams and oral AHPRA exams at the earliest scheduled session where they have met the practice hour requirements; this position is funded for the 2018 CHHS pre-registration training program. Pharmacists who are registered overseas (requiring sponsored positions or Australian Pharmacy Council Stream B applicants) or those registered as pharmacists already in Australia will not be considered eligible for this role. 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 credentialing requirements for allied health; and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a full-time temporary position available from 8 January 2018 until 8 February 2019. The successful applicant must be available to interview in person (due to the nature of the recruitment questions phone, skype or other non face to face interview options will not be possible for recruitment to this role). This position is specifically created for pre-registration pharmacists who are completing their intern program to qualify for registration as a practising pharmacist. This position will be required to provide a range of pharmacy services on weekends and after hours as rostered. The hospital has multiple site locations and all staff are required to work at both The Canberra Hospital (TCH) and UCPH (University of Canberra Public Hospital) sites as rostered.

Contact Officer: Jessica Parker (02) 6244 3866 jessica.parker@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Pharmacy Technician

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 28632)

Gazetted: 06 July 2017

Closing Date: 24 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. 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. The Pharmacy Department sits in the Division of Clinical Support Services.

Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The Department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Support and Operations the pharmacy technicians will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. The pharmacy team charter 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: Certificate III in Hospital-Health Services Pharmacy Support or equivalent and experience working in hospital pharmacy. Highly desirable: SHPA membership. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; be registered under the Working for Vulnerable People Act; work across multiply CHHS locations; comply with ACT Health credentialing requirements for allied health professionals; and comply with ACT Health Occupational Assessment, Screening and Vaccination policy. All new staff will be responsible to have their immunisation status up to date prior to commencing work with ACT Health.

Note: This is a temporary position available from 4 September 2017 until 2 February 2018.

Contact Officer: Stuart Margison (02) 6244 2120 stuart.margison@act.gov.au

**Canberra Hospital and Health Services
Medicine**

Gastroenterology and Hepatology

Administration Support Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 18645)

Gazetted: 06 July 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. Overview of the work area and position: This position provides administrative support to the Gastroenterology and Hepatology Unit's outpatient department by assisting with the management of patient referrals and the booking and scheduling of appointments. The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease. The Unit provides: Inpatient care of patients with gastroenterological and diseases; consulting service; endoscopic procedures; clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

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

Notes: This is a permanent part-time position available at 33:08 hours per week, but hours are negotiable. The full-time salary noted above will be paid pro-rata.

Contact Officer: Lindsay Ottaway (02) 6244 4423 lindsay.ottaway@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

Rehabilitation, Aged and Community Care

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 20728)

Gazetted: 06 July 2017

Closing Date: 20 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. Overview of the work area and position: Rehabilitation

and Aged Care Occupational Therapy services are offered in community and inpatient settings. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Under supervision, you will play a key role in providing day to day occupational therapy to a range of patients within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team. This position will be based in the Community Rehabilitation Team, providing services from community health centres, however may be part of rotation to other Rehabilitation or Aged Care settings in the future. Successful applicants will have support from an experienced team of clinicians and Allied Health Assistants and have direct clinical supervision from an Occupational Therapist.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance or recognised equivalent and a current Driver's Licence. Experience working in aged care or rehabilitation settings is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This position may be required to participate in overtime, on call and/or a rotation roster. An order of merit may be established from this recruitment process to fill future temporary vacancies at level which may arise over the next 12 months.

Contact Officer: Teena Bacon (02) 6207 7428 tegan.bacon@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

Office of the Coordinator General for Family Safety

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38078)

Gazetted: 05 July 2017

Closing Date: 19 July 2017

Details: The Office of Coordinator General for Family Safety is seeking applications for the position of Executive Officer to the Coordinator-General. The successful candidate, under guidance of the Coordinator-General will manage workflow through the Office, proactively manage daily Office business including diary management, logistics for public consultation and stakeholder workshops, coordinate Ministerial support, Cabinet business for the Office, attend meetings with the Coordinator-General and assist with and track actions arising from such work. The candidate will be expected to liaise with staff from ACT Government as well as community stakeholders to a very high standard. The successful candidate will also be required to oversee the running of the Office of the Coordinator General for Family Safety, including managing budget and finance, human resources and Information Technology (IT). They should have integrity, a high level of judgement and discretion and an attention to detail and accuracy in every task. Strong interpersonal skills, resilience, and flexibility are key to the role. Understanding of the nature of family violence is highly desirable.

Note: This is a temporary position available from the 30 July 2017 for a period of 12 months with the possibility of extension.

Contact Officer: Madelon Rosenberg (02) 6205 3310 madelon.rosenberg@act.gov.au

Legislation, Policy and Programs

Road Safety and Transport Regulation

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 00729)

Gazetted: 30 June 2017

Closing Date: 14 July 2017

Details: This position is located within the Road Safety and Transport Legislation section and is responsible for the development of policy and legislation on a range of road, rail and public transport matters. Current priorities for the section include: development of legislation to support the operation of light rail, supporting government reforms on rideshare and taxis, ensuring the roadside alcohol and drug testing regime is appropriate and enforceable, and supporting initiatives to improve access to driver licensing. The successful applicant will have strong communication skills, with a proven ability to deliver quality products within set timeframes. The successful applicant will also be required to develop and promote positive relationships with stakeholders and represent the Directorate at high-level meetings.

Eligibility/Other Requirements: Previous experience in transport or other regulatory environments is desirable but not essential. Applicants with policy and/or legislation development experience are encouraged to apply. Relevant tertiary legal qualifications or significant study towards gaining qualifications would be highly desirable.

Note: The position is part-time, up to 25 hours a week and the full-time salary noted above will be paid pro-rata. There is considerable flexibility for the successful applicant in determining their working hours.

Contact Officer: David Horner (02) 6207 0199 david.horner@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Aboriginal/Torres Strait Islander Victim Liaison Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38846)

Gazetted: 30 June 2017

Closing Date: 18 July 2017

Details: Victim Support ACT is looking for an Aboriginal and/or Torres Strait Islander person to perform the role of Victim Liaison Officer three days a week. The job is to work with the community to raise the awareness of the services at Victim Support and help people to understand their rights. You will be provided with the support and guidance you need to develop in the role. The most important thing is that you are able to work cooperatively with Aboriginal and Torres Strait Islander people in the community to reduce the barriers to access our service.

Eligibility/Other Requirements: This is an identified position available to Aboriginal or Torres Strait Islander people only. Confirmation of Aboriginality may be required.

Notes: This is a temporary position available for up to 12 months. This position is part-time at 22:03 hours per week. The salary noted above will be pro rata for part-time hours. 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: Maret Rebane (02) 6205 9473 maret.rebane@act.gov.au

ACT Corrective Services

Corporate Services

Information and Business Solutions

CSIMS Analysis Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42526)

Gazetted: 04 July 2017

Closing Date: 18 July 2017

Details: ACT Corrective Services (ACTCS) is pleased to offer an opportunity for an experienced and motivated individual to join the Information and Business Solutions Unit as an Analysis Support Officer, in the Corrective Services Information Management Solutions (CSIMS) project team. As a CSIMS Analysis Support Officer you will assist in the analysis of existing and future business processes and the operational design for various ACT Corrective Services functions. You will work collaboratively with CSIMS Subject Matter Experts and the Data Analyst, to source required information and review documentation and information prepared during various stages of the project. You will actively participate in all implementation phases including the detailed analysis, development, sandbox testing, user acceptance testing, training and go live. The successful applicant will demonstrate the ability to identify and support organisational change activities and assist in preparation of advice on various options for Executive decision making where business process and/or solution changes are identified. Further to this, you will attend project meetings and analyse the information, to assist in identification of risks and mitigation strategies and to progress assigned activities within an agreed project schedule/timeline.

Eligibility/Other Requirements: Demonstrated understanding of Corrective Services operations and relevant tertiary qualifications in business analysis/project management/IT systems management is desirable. A current driver's licence is required. The successful candidate may be required to undergo a criminal record check, and prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to- https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available for a period of 18 months, with the possibility of extension.

How to Apply: applicants are required to submit four items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; and the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@act.gov.au

ACT Corrective Services

Offender Services and Corrections Programs

Case Management Unit

AMC Case Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 43605, several)

Gazetted: 04 July 2017

Closing Date: 25 July 2017

Details: ACT Corrective Services (ACTCS) is pleased to offer an opportunity for highly motivated and passionate people to join the Offender Services and Corrections Programs Unit as Case Managers (ASO6) at the Alexander Maconochie Centre (AMC). The successful applicant will assist in the case management of detainees with the AMC operating system to assist in addressing their needs and supporting release and reintegration into the community. Further, you will have the opportunity to provide professional advice, input and support in relation to all aspects of offender management within the AMC. Additionally, you will participate in multi-disciplinary meetings to develop individual case plans and facilitate group programs designed to maximise rehabilitative opportunities for offenders. To be successful in this role you will be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in developing, implementing and monitoring individualised case plans. You will also be able to demonstrate a capacity for developing useful relationships with detainees to enable the accurate identification of risks and needs.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates may be required to undergo a criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. Current driver's licence, essential. 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 six months with the possibility of extension.

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their Driver's Licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

ACT Corrective Services

Offender Services and Corrections Programs

Case Management Unit

AMC Indigenous Case Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35794)

Gazetted: 04 July 2017

Closing Date: 25 July 2017

Details: ACT Corrective Services (ACTCS) is pleased to offer an opportunity for a highly motivated and passionate person to join the Offender Services and Corrections Programs Unit as an Indigenous Case Manager (ASO6) at the Alexander Maconochie Centre (AMC). The successful applicant will assist in the case management of detainees

with the AMC operating system to assist in addressing their needs and supporting release and reintegration into the community. Further, you will have the opportunity to provide professional advice, input and support in relation to all aspects of offender management within the AMC. Additionally, you will participate in multi-disciplinary meetings to develop individual case plans and facilitate group programs designed to maximise rehabilitative opportunities for offenders. To be successful in this role you will be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in developing, implementing and monitoring individualised case plans. You will also be able to demonstrate a capacity for developing useful relationships with detainees to enable the accurate identification of risks and needs.

Eligibility/Other Requirements: This is a designated position and is only open to Aboriginal and Torres Strait Islander people. Aboriginal or Torres Strait Islander ancestry is considered essential (*s42, Discrimination Act 1991*). The primary focus of this role is assistance for Indigenous clients; however the position holder will also be required to provide case management services and supports to non-indigenous clients. This position will work closely with AMC Indigenous Liaison Officer. Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

How to apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their driver's licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

ACT Emergency Services Agency

Governance and Logistics

ESA Resource Centre

Assistant Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 12161)

Gazetted: 05 July 2017

Closing Date: 20 July 2017

Details: The ACT Emergency Services Agency (ESA) is seeking a motivated and energetic Assistant Manager for the ESA Resource Centre. The successful candidate will support the Manager in specialist acquisitions, stock management, major event planning and coordination and general warehousing. He or she will be responsible for preparing reports, briefs and routine correspondence, and for supervising warehouse staff.

Eligibility/Other Requirements: The ability to obtain unrestricted driver's licence and/or forklift licence; the ability to operate vehicles and other mechanical equipment in the stores environment; and the capacity to work out of hours and be rostered on to undertake on-call duties is highly desirable. Certificate III in Warehousing is desirable.

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

Contact Officer: Colin Dawes (02) 6207 8687 colin.dawes@act.gov.au

ACT Emergency Services Agency

Governance and Logistics

ESA Resource Centre

Logistics Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 45779)

Gazetted: 05 July 2017

Closing Date: 20 July 2017

Details: The ACT Emergency Services Agency (ESA) is seeking a motivated and energetic Logistics Support Officer for the ESA Resource Centre. The successful candidate will support the Manager and Assistant Manager in

specialist acquisitions, stock management, major event planning and coordination and general warehousing. He or she will use a range of applications to manage and report on stock, and will undertake supervisory and mentoring functions for less experienced staff.

Eligibility/Other Requirements: The ability to obtain an unrestricted driver's licence and/or forklift licence; the ability to operate vehicles and other mechanical equipment in the stores environment; the capacity to work out of hours and be rostered on to undertake on-call duties is essential. Certificate III in Warehousing would be highly regarded. 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: Colin Dawes (02) 6207 8687 colin.dawes@act.gov.au

Public Trustee and Guardian

Finance Unit

Taxation Officer

Trust Officer Level 1 \$66,025 - \$75,600, Canberra (PN: 38900)

Gazetted: 30 June 2017

Closing Date: 18 July 2017

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a motivated and well organised person who is a skilled taxation practitioner, to work as Taxation Officer in our Finance Unit. The Finance Unit provides a Corporate Finance, Investment/Funds Management/Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients. The responsibilities of the position include preparation of non-complex income tax returns with the Australian Taxation Office in an accurate and timely manner for: deceased estates, trusts and for enduring power of attorney and financial management clients; assist Public Trustee and Guardian staff and management of taxation matters relevant to estates, trusts and for enduring power of attorney and financial management clients; assist in the preparation and lodgement of all necessary Business Activity Statements (BAS) (including IAS) with the Australian Taxation Office in an accurate and timely manner; comply with practice, procedure, rulings in respect to taxation legislation and or the *Income Tax Assessment Act 1936* and assist the Principal Taxation Officer with ad hoc activities related to the functions of the Taxation Unit.

Eligibility/Other Requirements: Desirable: An understanding of the nature of PTG's business and the environment it operates within. Awareness of the statutory and taxation context in which PTG's responsibilities are undertaken. Demonstration of ability and qualities necessary in order to provide a respectful and professional service within a human rights compliant framework. Sound knowledge of the purpose and the flows of information, functions and interactions between clients, PTG, ATO. Sound, contemporary knowledge of trust taxation matters. A sound understanding of the business strategies and risk management processes that PTG uses to achieve its outcomes. Financial qualifications relevant to the responsibilities including degree, diploma or Certificate IV. 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

Note: This is a temporary position available up to six months with possibility of extension or permanency.

Contact Officer: Penelope Parker (02) 6207 9800 penelope.parker@act.gov.au

Transport Canberra and City Services

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

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

City Services

Infrastructure Planning and Operations

Roads ACT

Senior Engineer Traffic Investigations

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 23563)

Gazetted: 05 July 2017

Closing Date: 12 July 2017

Details: Roads ACT is responsible for the management, operation and maintenance of ACT roads, bridges, footpaths, traffic lights, street lighting and the stormwater infrastructure assets. Traffic Management and Safety, a section of Roads ACT, seeks a senior traffic engineer to join the team. The successful applicant will have a sound working knowledge of traffic management, network management and road safety principles, standards and best practice to apply in program delivery and management of the road network. 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: A Civil Engineering University Degree, membership of a professional institution and/or relevant experience deemed equivalent.

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

Contact Officer: Ben Hubbard (02) 6207 6616 ben.hubbard@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.

**Chief Operating Officer Group
Governance and Business Solutions**

Governance

Manager, Risk and Business Assurance

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 12835)

Gazetted: 03 July 2017

Closing Date: 17 July 2017

Details: The successful applicant will be well organised, demonstrate initiative, have excellent written and spoken communication skills and a good knowledge of the functions of Transport Canberra and City Services.

Eligibility/Other Requirements: Tertiary qualifications in risk management or an associated discipline or extensive relevant working experience is highly desirable.

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

**Chief Operating Officer Group
Human Resources**

Senior Advisor – Injury Management

Senior Officer Grade C \$79,824 - \$91,356, Canberra (PN: 38901)

Gazetted: 30 June 2017

Closing Date: 14 July 2017

Details: Transport Canberra and City Services is seeking the expertise of an experienced Injury Management Advisor to apply their skills in an operational, blue collar setting. The successful applicant will be flexible in their approach, have the ability to contribute to strategic case management as well as prepare complex documentation for Comcare, medical providers and other external stakeholders.

Contact Officer: Andrew Staniforth (02) 6205 8090 andrew.staniforth@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

Birrigai

Facilities Officer

General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 30615)

Gazetted: 05 July 2017

Closing Date: 21 July 2017

Details: Birrigai offers a range of outdoor activities, and cultural and environmental education programs to ACT, regional, and national preschool to Year 12 students from both the Government and non-government education

sectors. Birrigai also provides services to a range of community and corporate groups. Birrigai is able to offer onsite accommodation for up to 180 people with self or fully catered options. Birrigai is seeking a highly motivated skilled facilities officer to support the provision of high quality accommodation, conference facilities and educational programs through the timely repairs, maintenance and improvement of Birrigai's grounds and infrastructure.

Eligibility/Other Requirements: A current manual driver's licence is required. Relevant qualifications or progress towards a Chemical Certificate III, Basic Chain Saw, First Aid, Skid Steer, All Terrain, and Asbestos Awareness or higher are highly desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: Birrigai is located 15 kilometres from Tuggeranong in southern Canberra. A reliable vehicle is essential as there is no public transport to Birrigai. A travel allowance is paid to staff working at Birrigai. This is a temporary position available from 4 September 2017 to 4 March 2018 with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Letitia Edwards (02) 6205 6748 letitia.edwards@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.

APPOINTMENTS

Calvary Health Care ACT (Public)

Registered Nurse Level 1 Year 4 \$63,548-\$84,888

Briar Devries 1613551, Section 68, 01 May 2017

Registered Nurse Level 1 Year 5 \$63,548-\$84,888

Jennifer Camerino 1613546, Section 68, 01 May 2017

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

Emma Blake 1613537, Section 68, 05 June 2017

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

Laura Mathias 1613537, Section 68, 05 June 2017

Administrative Service Officer Level 3 Year 2 \$60,039-\$64,616

Verney Burness 1613554, Section 68, 22 May 2017

Registered Nurse Level 1 Year 2 \$63,548-\$84,888

Erin Gilliland 1613555, Section 68, 05 June 2017

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

Jennifer Whiteside 1613559, Section 68, 17 July 2017

Administrative Services Officer Level 3 Year 1 \$60,039-\$64,616

Phuong Lukaszuk 1613561, Section 68, 13 June 2017

Health Services Officer Level 4 Year 1 \$49,958-\$51,869

Levi Beveridge 1613562, Section 68, 26 June 2017

Administrative Service Officer Level 5 Year 1 \$74,081-\$81,122

Tania Maley 1613564, Section 68, 26 June 2017

Canberra Institute of Technology

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

Dean Charles Naude 835-65321, Section 68(1), 8 July 2017

Chief Minister, Treasury and Economic Development

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

Sean Bainbridge 763-15340, Section 68(1), 10 July 2017

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

Monique Buerckner 853-65067, Section 68(1), 29 June 2017

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

Maureen Lyn Quodling 848-78960, Section 68(1), 1 July 2017

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

Philip Ross Turini 827-54147, Section 68(1), 1 July 2017

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

Hui Xu 853-41655, Section 68(1), 27 June 2017

Health

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

Melissa Chapman 848-20793, Section 68(1), 1 July 2017

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

Siyuan Chen 847-03589, Section 68(1), 28 June 2017

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

Elsbeth Davies 848-84500, Section 68(1), 1 July 2017

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

Preethy Devassy 853-61381, Section 68(1), 3 July 2017

Radiation Therapist Grade 2 \$64,391 - \$88,998

Sophie Drodge 848-83807, Section 68(1), 1 July 2017

Registered Nurse Level 2 \$88,249 - \$93,533

Grahame Gee 853-51773, Section 68(1), 6 July 2017

Registered Nurse Level 2 \$88,249 - \$93,533

Biji John 845-01506, Section 68(1), 13 July 2017

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

Alex Kerr 848-84009, Section 68(1), 6 July 2017

Senior Officer Grade B \$118,319 - \$133,197

Ryan Mavin 853-48494, Section 68(1), 1 July 2017

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

Ellen MCCREANOR 844-34630, Section 68(1), 6 July 2017

Senior Building Trade \$73,075 - \$78,145

Ashley Moore 853-61322, Section 68(1), 27 July 2017

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

Kirstie Neumann 853-59142, Section 68(1), 4 July 2017

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

Irish Tortola 845-01733, Section 68(1), 28 June 2017

Radiation Therapist Grade 2 \$64,391 - \$88,998

Michelle Tran 847-02244, Section 68(1), 1 July 2017

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

Daniela Trpeska 845-02541, Section 68(1), 28 June 2017

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

Joanne Whatman 847-00185, Section 68(1), 1 July 2017

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

Farah Sethna, 829-56048, Section 68(1), 1 July 2017

Justice and Community Safety

Senior Officer Grade B \$118,319 - \$133,197

Jacqueline Retford 848-79277, Section 68(1), 30 June 2017

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

Rohan Scott 848-75372, Section 68(1), 3 July 2017

Office of the Legislative Assembly

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

Kristy Bryden (00760), Public Sector Management Act 1994 section 68, 22 June 2017

Transport Canberra and City Services

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

Lachlan Adams 853-60549, Section 68(1), 29 June 2017

General Service Officer Level 3/4 \$47,087 - \$51,420

Yogesh Vashist 835-94704, Section 68(1), 3 July 2017

General Service Officer Level 3/4 \$47,087 - \$51,420

Aleksandar Zdravevski 835-94990, Section 68(1), 3 July 2017

TRANSFERS

Community Services

Glenn Robert Wilcox: 827-47908

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Housing and Community Services

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Community Services, Canberra (PN. 03846) (Gazetted 6 July 2017)

Health

Jennifer Allan: 816-78402

From: Registered Nurse Level 2 \$88,249 - \$93,533
Health

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 03943) (Gazetted 20 April 2017)

Lin Ge: 824-32260

From: Registered Nurse Level 1 \$63,548
Health

To: Registered Nurse Level 1 \$63,548 - \$84,888
Health, Canberra (PN. 34142) (Gazetted 23 March 2017)

Leanne Kelly: 762-81734

From: Registered Nurse Level 2 \$88,249
Health

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 29940) (Gazetted 25 May 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Shared Services ICT

Technology Service Delivery

Tom Papazoglou: 827-62219

From: Senior Information Technology Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$118,319 - \$133,197

Chief Minister, Treasury and Economic Development, Canberra (PN. 14347) (Gazetted 19 December 2016)

Education

Office for Schools

North Gungahlin Network

Harrison School

Dianne Champion: 787-40738

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

Education

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

Education, Canberra (PN. 36928) (Gazetted 6 July 2017)

School Performance and Improvement

Tuggeranong Network

Gordon Primary School

Jenny Faul: 824-58268

From: School Leader C \$114,067

Education

To: †School Leader B \$132,814

Education, Canberra (PN. 36930) (Gazetted 16 May 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.

Office for Schools

North Gungahlin Network

Harrison School

Stacie Johnstone: 835-31607

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

Education

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

Education, Canberra (PN. 11637) (Gazetted 6 July 2017)

School Performance and Improvement

South/Weston Network

Malkara School

Dagmar Martin: 030-97661

From: School Leader C \$114,067

Education

To: †School Leader B \$132,814

Education, Canberra (PN. 04055) (Gazetted 9 May 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.

Office for Schools

South and Weston Network

Chapman Primary School

Julie Robson: 337-43388

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

Education Directorate

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

Education, Canberra (PN. 37405) (Gazetted 6 July 2017)

Health

Quality Governance and Risk

Workplace Safety

Maria Santos-Macatulad: 821-58476

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

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 38190) (Gazetted 4 May 2017)

Canberra Hospital and Health Services

Critical Care

Imaging

Brett Sproule: 844-32889

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

Health

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

Health, Canberra (PN. 11477) (Gazetted 20 October 2016)

Population Health

Health Protection

Immunisation

Milica Stefanovic: 741-13489

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

Health

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

Health, Canberra (PN. 23618) (Gazetted 13 April 2017)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Renee Wilesmith: 848-84789

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

Health

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

Health, Canberra (PN. 25944) (Gazetted 25 May 2017)

Office of the Legislative Assembly

Parliamentary Support Branch

Committee Support

Josephine Brown: 836-10954

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

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

Office of the Legislative Assembly, Canberra (PN. 255) (Gazette 29 June 2016)

Transport Canberra and City Services

Strategy, Innovation and Customer Experience

Asset, Schools and Active Travel

Development Review and Coordination

Wijesuriya Perera: 820-85094

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

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$100,694 - \$110,536

Transport Canberra and City Services, Canberra (PN. 12479, expected vacancy) (Gazetted 6 July 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.