



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 10 August 2017**

## VACANCIES

### ACT Electoral Commission

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

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

#### **Elections Operations Officer**

**Administrative Services Officer Class 4/Information Technology Officer 1 \$66,656 - \$73,554, Canberra (PN: 43015)**

Gazetted: 16 August 2017

Closing Date: 30 August 2017

Details: Elections ACT is seeking applications from highly motivated, suitably experienced candidates for the position of Elections Operations Officer. This position offers experience working in a small office with the opportunity to do a variety of tasks pertaining to running elections for the ACT community. The successful applicant will have experience in undertaking activities as a project officer, meeting deadlines and compiling reports. They will have knowledge and experience in conducting Information Communication and Technology (ICT) testing and managing the test cycle as well as effective writing, oral communication and stakeholder liaison skills.

The ACT Electoral Commission is an independent statutory authority, with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice and services to a wide range of clients. The ACT Electoral Commission is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from Aboriginal and Torres Strait Islander background, or people with disability, to apply for all positions. Knowledge and experience with government elections and electoral administration would be highly regarded.

Note: This is a full-time temporary position available for a period of 12 months with the possibility of extension.

This position is available at either the ASO4 or ITO1 classification dependent on the experience and/or qualifications of the successful applicant. Applications are sought from potential candidates and should include a supporting statement of no more than two pages, addressing the selection criteria and outlining experience and ability; a current curriculum vitae; and the contact details for two referees.

Contact Officer: Trisha Benson (02) 6205 0046 [trisha.benson@act.gov.au](mailto:trisha.benson@act.gov.au)

#### **Funding and Disclosure Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43029)**

Gazetted: 15 August 2017

Closing Date: 29 August 2017

Details: Elections ACT is seeking applications from suitable experienced and motivated individuals to fill a temporary Election Funding and Disclosure Manager position in the small versatile Elections ACT team. This position will offer the successful applicant the opportunity to manage the administration of the ACT election funding, expenditure and financial disclosure scheme, including the compliance investigation program and the development of policy and procedure. The successful applicant will have a sound demonstrated ability to simultaneously manage multiple projects. Work activities include oversight, implementation and review of the compliance investigation program, oversight of financial disclosure education program, update and administration of the funding and disclosure webpage and system, analysis of disclosure returns, and preparation of reports,

briefings and other correspondence related to the financial disclosure scheme, in accordance with Part 14 of the *Electoral Act 1992*. The successful occupant will also be required to assist the Deputy Electoral Commissioner in the administration of the political party registration scheme. The ACT Electoral Commission is an independent statutory authority with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice to a wide range of clients. As a staff member in a small office, the person occupying this position will also undertake or assist with other tasks as required, including the management small fee-for-service elections. The ACT Electoral Commission is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Eligibility/Other Requirements: Knowledge and experience in political funding and financial disclosure would be highly regarded.

Note: This is a temporary position available until May 2018 with the possibility of extension.

Contact Officer: Ms Oanh Nguyen (02) 6205 0342 oanh.nguyen@act.gov.au

### **Calvary Health Care ACT (Public)**

#### **Intensive Care Unit**

##### **Medical**

##### **Registrar and CMO**

##### **Registrar 1- 4, CMO 1 Year 1 - CMO 2 Year 4 \$98,704-\$183,145, Canberra (PN: Several)**

Gazetted: 17 August 2017

Closing Date: 1 September 2017

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

Reference Number: Reference Number: 15604

Contact Officer: Paul Lamberth 6201 6111 paul.lamberth@calvary-act.com.au

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

#### **Social Work and Psychology**

##### **Social Work**

##### **Social Worker**

Gazetted: 17 August 2017

Closing Date: 25 August 2017

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

Reference Number: Reference Number: 15583

Contact Officer: michelle.greene@calvary-act.com.au

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

#### **Pharmacy**

##### **Senior Pharmacist**

Gazetted: 17 August 2017

Closing Date: 25 August 2017

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

Reference Number: Reference Number: 15592

Contact Officer: lissa.nurmi@calvary-act.com.au

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

**Maternity**

**Midwifery**

**Graduate Registered Midwife**

**Registered Nurse Level 1 Year 1 \$63,548.002, Canberra (PN: Several)**

Gazetted: 14 August 2017

Closing Date: 3 September 2017

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

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

Reference Number: 15555

Contact Officer: Noelyn Perriman 02 6201 6697 noelyn.perriman@calvary-act.com.au

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

**General Medical and Surgical**

**Nursing**

**Graduate Registered Nurse**

**Registered Nurse Level 1 Year 1 \$63,548.002, Canberra (PN: Several)**

Gazetted: 14 August 2017

Closing Date: 14 August 2017

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

Reference Number: 15522

Contact Officer: Ben Cloughton benjamin.cloughton@calvary-act.com.au

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

**Nutrition and Dietetics**

**Dietitian**

**Dietitian**

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

Gazetted: 11 August 2017

Closing Date: 17 August 2017

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

Reference Number: 15549

Contact Officer: Marie Smith 6201 6072 marie.smith@calvary-act.com.au

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

**Canberra Institute of Technology**

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

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

**CIT Health Community and Science**

**Health Community Science Management**

**Innovations and Project Development Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39138)**

Gazetted: 14 August 2017

Closing Date: 28 August 2017

Details: Under the direction of the College Director: Undertake investigations and reporting concerning College operations as required. Coordinate the development and implementation of the College's commercial and educational development strategies, in consultation with the College Director and key internal and external stakeholders. Research, design, plan, and prepare funding submissions, as appropriate, for a wide range of educational projects and commercial activities, commensurate with the College's business plan. Initiate and maintain co-operative arrangements and develop partnerships with internal and external stakeholders and networks, to achieve educational development and commercial activity goals. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available for a period of 12 months with the possibility of extension up to but not exceeding five years. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements'.

Contact Officer: James Dunstan (02) 6207 3491 james.dunstan@cit.edu.au

**Chief Minister, Treasury and Economic Development**

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

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

**Enterprise Canberra**

**Visit Canberra**

**Marketing**

**Marketing Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 16887)**

Gazetted: 10 August 2017

Closing Date: 29 August 2017

Details: VisitCanberra is seeking an experienced and dynamic Marketing Officer to join its fast paced marketing team, to support the delivery of a range of campaigns designed to generate interstate and international visitation to the ACT. The ideal candidate would have prior experience in reviewing, developing and delivering digital and traditional media campaigns. Experience working with creative, media and/or Public Relations (PR) agencies is desirable, alongside a demonstrated ability to foster excellent working relationships with internal and external suppliers and stakeholders. Exceptional organisational skills, impeccable attention to detail and the ability to manage multiple projects will be required. Some experience in the production of marketing content, such as ad copy, photography and video would be beneficial.

Eligibility/Other Requirements: Tertiary qualifications in marketing or communications is desirable. Applicants should possess a current driver's licence and have the ability to work flexible hours including weekends and public holidays.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency.

Contact Officer: Brodie Nicholls (02) 6205 5397 brodie.nicholls@act.gov.au

**Procurement, Property and Venues**

**Government Office Projects**

**Government Offices Projects**

**Administration Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39086)**

Gazetted: 10 August 2017

Closing Date: 18 August 2017

Details: An exciting opportunity exists in our Government Office Project's team. We are looking for an enthusiastic and highly motivated person who has well developed communication skills and an ability to liaise effectively with a wide range of staff and stakeholders. The successful applicant will perform project support activities as well as corporate responsibilities, correspondence and administrative duties, contributing to the development and delivery of the ACT Government's Civic and Dickson office blocks.

Eligibility/Other Requirements: Previous experience in project management would be an advantage.

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

Contact Officer: Rebecca Cannon (02) 6207 0176 rebecca.cannon@act.gov.au

**Economic and Financial Group**

**Business Enterprises Unit**

**Senior Manager, GBE Unit**

**Senior Officer Grade A \$137,415, Canberra (PN: 43380)**

Gazetted: 15 August 2017

Closing Date: 22 August 2017

Details: This is a newly created role within Treasury with oversight responsibility for the governance and financial management of the two new land entities – the Suburban Land Agency and the City Renewal Authority. The position requires someone with strength in financial, governance and risk management in particular in a public sector environment.

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

Contact Officer: Karen Doran (02) 6207 0337 karen.doran@act.gov.au

**Shared Services**

**Strategic Business**

**Program Management Hub**

**Organisational Change Manager – HRIMS Program**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39125)**

Gazetted: 15 August 2017

Closing Date: 29 August 2017

Details: Shared Services Strategic Business is seeking an experienced Organisational Change Manager for their Human Resources Information Management System (HRIMS) Program. The ideal candidate will have experience with the delivery of Human Resource/Payroll solutions or Information and Communication Technology (ICT) Enterprise Resource Planning solutions.

Note: This is a temporary position available for up to two years.

Contact Officer: Karen Giovinazzo (02) 6205 0980 karen.giovinazzo@act.gov.au

**Procurement**

**Goods and Services**

**Goods and Services Procurement**

**Senior Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 03683)**

Gazetted: 15 August 2017

Closing Date: 27 August 2017

Details: Do you have a keen interest in the IT sector? Are you someone who can think outside the box and challenge norms? Can you work collaboratively to facilitate outcomes? Then a job in Information and Communication Technology (ICT) Sourcing could be what you're after. The ICT Sourcing Team is looking for a Senior Officer who is able to work with business representatives from across the ACT Public Service to successfully purchase ICT software, hardware and services. Exceptional stakeholder management skills, and the ability to quickly understand business drivers and legislative requirements are essential, experience working in a government procurement environment is not.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process. For further information about the role, please contact Amy Phillips.

Contact Officer: Amy Phillips (02) 6207 4543 amy.phillips@act.gov.au

**Shared Services**

**Shared Services ICT**

**Business Application Management**

**Senior Integration Support Officer**

**Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37710)**

Gazetted: 14 August 2017

Closing Date: 30 August 2017

Details: This role requires an experienced technical support person to support Health applications and associated systems. Particular emphasis will be on supporting Health's integration engine, XML, HL7, CDA standards and other related systems and training will be provided to suitably skilled candidates. This role would suit an individual with systems integration experience.

Eligibility/Other Requirements: The possession of, or the ability to attain a baseline security clearance is a requirement. Educational and professional qualifications checks may be undertaken prior to employment. Awareness or knowledge of Health applications, integration concepts and integration standards such as HL7, would be highly advantageous. Qualifications in ITIL or experience working in an ITIL environment would be an advantage but not essential.

Note: This position will be required to participate in an out-of-hours on-call roster. This position is being re-advertised and previous applicants need not re-apply. Selection may be based on application and referee reports only.

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

**Community Services**

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

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

**Corporate**

**People Management**

**Safety and Wellbeing**

**Senior Manager Safety and Wellbeing**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 33213)**

Gazetted: 14 August 2017

Closing Date: 28 August 2017

Details: The Senior Manager of Safety and Wellbeing will support the Director of People Management and the functions of the People Management Branch by: Providing technical and strategic advice to Executives on a range of Human Resource matters; managing the Directorate's ongoing safety, wellbeing and workers' compensation matters; taking responsibility for a range of policy, program and strategic activities; undertaking high level liaison, negotiation and coordination within the Directorate, and with other agencies, jurisdictions and unions as required; building and sustaining relationships with a range of stakeholders across Community Services Directorate (CSD) and other organisations.

Eligibility/Other Requirements: Experience with workers' compensation matters and experience or qualifications in Work Health and Safety are highly desirable.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Christine Murray (02) 6205 0413 [christine.murray@act.gov.au](mailto:christine.murray@act.gov.au)

**Inclusion and Participation**

**Office for Women**

**Assistant Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39123)**

Gazetted: 16 August 2017

Closing Date: 8 September 2017

Details: We are seeking a high performing Assistant Manager for a position in the Inclusion and Participation Group of the Community Services Directorate. To be successful in this position you will have proven skills in policy development, briefing, program management, stakeholder engagement, and an ability to work to tight time frames.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable but not essential.

Contact Officer: Freya O'Brien (02) 6205 8343 [freya.o'brien@act.gov.au](mailto:freya.o'brien@act.gov.au)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Team Leader – Case Analysis**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 37431)**

Gazetted: 15 August 2017

Closing Date: 31 August 2017

Details: The Team Leader role is focussed on supporting the continuous improvement of Child and Youth Protection Services (CYPS) practice and decision making. The position is responsible for providing strong leadership and management of the Case Analysis Team and identifying areas of practice improvement to assist CYPS to meet statutory obligations. This will be done by conducting analysis of individual cases taking into consideration all of the information held by CYPS. The team will provide independent advice, quality assurance and guidance to caseworkers and team leaders having considered the historic and current risks, the impact and risk of cumulative



harm, any identified vulnerabilities to the safety of children and young people and the protective factors which mitigate these vulnerabilities. The themes identified within individual cases will be used to strengthen training, policy and procedures and practice guidance to staff.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Five years experience in human service delivery. Current driver's licence. Desirable qualifications and experience: Relevant tertiary qualifications in project management, change management or related discipline. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Notes: This is a temporary position available for two years with the possibility of extension. A merit list will be established from this process and may be used to fill identical positions which occur over the next 12 months.

Contact Officer: Ali Trehwella (02) 6207 0621 ali.trehwella@act.gov.au

## **Education**

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

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

### **School Performance and Improvement**

#### **South-Weston Network**

#### **Torrens Primary School**

#### **Principal**

#### **School Leader A \$145,868, Canberra (PN: 01798)**

Gazetted: 10 August 2017

Closing Date: 24 August 2017

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

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

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

Contact Officer: Wayne Prowse (02) 6205 3313 wayne.prowse@act.gov.au

### **Organisational Integrity Division**

#### **Infrastructure and Capital Works**

#### **School Infrastructure Management**

#### **Senior Manager**

#### **Infrastructure Officer 5 - Infrastructure Manager/Specialist 1 \$142,761 - \$153,082, Canberra (PN: 27475)**

Gazetted: 16 August 2017

Closing Date: 6 September 2017

Details: The Directorate is seeking a Senior Manager to manage the portfolio of school infrastructure assets, including: the implementation of the Directorate's Strategic Asset Management Plan; the planning processes for school infrastructure programs (capital upgrades and repairs and maintenance); the delivery of the annual school capital upgrades and repairs and maintenance programs (time, cost and quality); and procurement relationships with schools, service delivery agencies and contractors.

Eligibility/Other Requirements: Infrastructure planning, building knowledge or project management experience. A White Card and Asbestos Awareness Training or the willingness to obtain.

Note: Position level and salary will be determined by relevant technical experience as per the ACTPS Technical and other Professionals Enterprise Agreement.

Contact Officer: Rodney Bray (02) 6205 1289 [rodney.bray@act.gov.au](mailto:rodney.bray@act.gov.au)

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

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

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

#### **Environment**

##### **Conservation Research**

##### **CEMP Analysis and Reporting Officer**

**Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 39140)**

Gazetted: 11 August 2017

Closing Date: 25 August 2017

Details: Join a dynamic team providing research information for Government Land Management programs. The successful applicant will be responsible the collation and analysis of ecological and land management data to feed into a Conservation Effectiveness Monitoring Program (CEMP) for the ACT reserve network. Data analyses used to report on ecosystem condition as part of 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.

Note: This is a temporary position available until 31 June 2019 with the possibility of a year extension. This position is part-time at 22.05 hours per week. The salary noted above will be pro rata for part-time hours. Applications should outline experience and ability for each of the selection criteria (no more than 350 words per criterion), and include contact details of at least two referees and a current resumé.

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

#### **Urban Renewal**

##### **Asbestos Response Taskforce**

##### **Executive Assistant**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34694)**

Gazetted: 16 August 2017

Closing Date: 23 August 2017

Details: The Asbestos Response Taskforce is seeking expressions of interest from highly motivated individuals to provide Executive Assistant support to two Directors and effective and efficient back end administration support to the Taskforce. The position requires a person with high level organisational skills, effective communication and

interpersonal skills and the ability to multi-task in an evolving dynamic environment. The Asbestos Response Taskforce promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with a disability, people from an Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension. Applicants should provide a written Expression of Interest of no more than two pages, current Curriculum Vitae and contact details for two referees. Applicants should show evidence of their skills and experience with consideration for the Duty Statement and Selection Criteria, however, there is no requirement to address each criterion individually. Selection may be based on application and referee reports only.

Contact Officer: Helen Horsburgh (02) 6205 3903 helen.horsburgh@act.gov.au

### **Planning**

#### **Office of the Surveyor-General and Land Information**

##### **SDMS Project Officer**

##### **Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 13105)**

Gazetted: 14 August 2017

Closing Date: 28 August 2017

**Details:** The Office of the Surveyor-General and Land Information are seeking an experienced technical project officer to support the redevelopment of the Spatial Data Management System. The successful candidate will work in a small team to assist in converting and verifying spatial data.

**Note:** This is a temporary position available for a period of 12 months with the possibility of extension for a further six months.

Contact Officer: Belinda Allison (02) 6205 3628 belinda.allison@act.gov.au

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

##### **Executive Officer**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35944)**

Gazetted: 15 August 2017

Closing Date: 22 August 2017

**Details:** The Environment, Planning and Sustainable Development Directorate are looking for a new Executive Officer to support our two Deputy Directors-General. The successful applicant will need to have skills and experience in research and analysis as well as exceptional written and oral communications. The role will provide support and advice to two senior executive team members on a daily basis, and assist in the support of the Director-General and Minister's Office when required. The successful applicant will need to manage competing priorities and be comfortable providing advice to senior executive members on matters relating to our portfolio. This is a fast-pace and exciting area and we are looking for a team member who will be able to contribute to the needs of the Directorate and provide innovative solutions to tasks at hand.

**Note:** This is a temporary position available for 12 months with the possibility of extension and/or permanency.

Contact Officer: Alexandra Magee (02) 6207 5174 alexandra.magee@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**

#### **Justice Health Services Forensic**

#### **Mental Health Services Officer**

#### **Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 13479)**

Gazette Date: 17 August 2017

Closing Date: 31 August 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 Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements: Mandatory: Psychology: At least a four or five year accredited tertiary sequence of study in Psychology followed by a post-graduate qualification in Psychology or a one or two year Board approved internship (i.e. 4+2 or 5+1) in Psychology; General Psychology registration with 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.

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

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

## **Canberra Hospital and Health Services**

### **Women Youth and Children**

#### **Women, Youth and Children Community Health Programs**

#### **Audiometry Registered Nurse**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 18647)**

Gazetted: 17 August 2017

Closing Date: 31 August 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 Audiometry Nurse Service works with children from 18 months to 18 years to provide a full hearing assessment that includes the client's hearing health history; inspection of the ear canal and ear drum (otoscopy); tympanometry that will assess the middle ear function; and a hearing assessment (audiometry). The Audiometry Nurse provides information and education that assists the family and child's school to maximise the child's hearing health outcome.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in Audiometry Nursing. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU)

Note: This is a permanent part-time role available at 16:00 hours over two days a week and the full-time salary noted above will be pro-rata. Currently vacant are Monday and Tuesday however there is room for negotiation regarding which days are worked.

Contact Officer: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

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

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

#### **Justice Health Services**

#### **Forensic Mental Health Service**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 25563)**

Gazetted: 17 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC) and FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: Tertiary qualifications in Nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Relevant experience in the area of Mental Health. Current driver's licence. Prior to commencement successful candidates will be required to: Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

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

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women, Youth and Children Community Health Programs**

**Healthcare Access At School (HAAS)**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 36961)**

Gazetted: 17 August 2017

Closing Date: 31 August 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: Healthcare Access at School (HAAS) enables students with complex or invasive health care needs to attend school safely. The office is based in the city at 1 Moore street but will travel to schools on most days. Your acute Paediatric background will be necessary to complete the health needs and risk assessment and your primary health knowledge to support the student in a non acute school setting. This is an opportunity to use your valuable knowledge and skills in a different way; one that has a long lasting beneficial outcome for families, schools and students and one is rewarding for you, the clinician. The HAAS team is positive and dynamic and you will be welcomed and well supported as you learn the role.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Paediatric qualifications and/or extensive experience in this specialist area is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 10 months with the possibility of extension. Hours are 8:00am to 4:30pm, Monday to Friday. The successful applicant will have the opportunity to take accrued annual leave over the Christmas period; from Monday 18 December until Friday 19 January 2018.

Contact Officer: Carolyn Thomas (02) 6205 1575 [carolyn.thomas@act.gov.au](mailto:carolyn.thomas@act.gov.au)

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women, Youth and Children Community Health Programs**

**Asthma Nurse Educator**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29178)**

Gazetted: 17 August 2017

Closing Date: 31 August 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: You will be working with a very experienced Asthma Educator within a friendly and supportive team. The Asthma Nurse Educator provides children, young people, families and Health Professionals with evidence based asthma education and support. The service collaborates with GPs, paediatricians, specialists, pharmacists and hospital staff to provide best practice in asthma management.

The asthma educators provide information on: symptoms, trigger factors, devices used to deliver medication, combining sport with asthma, emergency management and asthma action plan's. This service also provides education on asthma management to CIT child care students and ANU medical students organises and coordinates Asthma study days and is a key partner in the ACT Asthma Support Network.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and must hold a current driver's licence. Desirable: Accredited asthma educator qualification, Certificate IV in Training and Assessment or equivalent. 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.

Notes: This is a temporary part-time position available at 24 hours per week (three days a week) however, two days a week will be considered. The full-time salary noted above will be paid pro rata. This position is being readvertised and previous applicants need not reapply.

Contact Officer: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women, Youth and Children Community Health Programs**

**Child Protection Training Officer**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 21974)**

Gazetted: 17 August 2017

Closing Date: 31 August 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 Child Protection Training team develops, provides and evaluates all mandatory child protection training for ACT Health and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies. In collaboration and consultation with the child protection education and training team the Child Protection Training Officer participates in the development, presentation and evaluation of education and training programs and strategies in child protection for ACT Health. An understanding of the impact of violence, abuse and neglect on children is an important part of this role.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Current drivers licence. Vocational or tertiary qualification in Education e.g. Certificate 4 in Training and Assessment is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a permanent part-time position available at 16 hours per week. The full-time salary noted above will be paid pro rata.

Contact Officer: Deborah Colliver (02) 6244 2712 deborah.colliver@act.gov.au

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women, Youth and Children Community Health Programs**

**Child Protection Training Officer**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22643)**

Gazetted: 17 August 2017

Closing Date: 31 August 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 Child Protection Training team develops, provides and evaluates all mandatory child protection training for ACT Health and other health professionals upon request. This includes information around roles and responsibilities according

to legislation and policies. In collaboration and consultation with the Child Protection Education and Training team the Child Protection Training Officer participates in the development, presentation and evaluation of education and training programs and strategies in child protection for ACT Health. An understanding of the impact of violence, abuse and neglect on children is an important part of this role.

Eligibility/Other Requirements: Mandatory: Unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Desirable: Vocational or tertiary qualification in education e.g. Certificate four in Training and Assessment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of eight months with the possibility of extension. This position is part-time at 24 hours per week. The salary noted above will be pro rata for part-time hours.

Contact Officer: Deborah Colliver (02) 6244 2712 [deborah.colliver@act.gov.au](mailto:deborah.colliver@act.gov.au)

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

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

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

#### **Inpatient Withdrawal Service Counsellor**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23960)**

Gazetted: 17 August 2017

Closing Date: 4 September 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 Alcohol and Drug Service is a multidisciplinary service within the ACT Health providing a range of specialist services for people affected by alcohol and other drug use. The Alcohol and Drug Service is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is a contemporary, evidence based service providing high quality care, guided by principles of harm minimisation. The 10 bed Inpatient Withdrawal Service is available for people with substance use disorders who can be admitted for 5 – 7 days for supervised 24 hour medical withdrawal. The team consists of doctors, nurses, social workers, counsellors, psychologists, art therapist and administration staff who work together to support people requiring medically supervised withdrawal. This service also supports people with ongoing referrals to other alcohol and drug services as required. This counselling position provides counselling to people admitted to this unit. This role utilises a client-centred, stepped, integrated model of treatment. In offering client centred care, clinicians work collaboratively with clients in such a way that respects their experience, expertise, perceptions and goals. Client centred care appreciates that clients have the right to set their own goals, draw their own conclusions and make their own choices about treatment. This role is a mandatory qualified position and will require recent demonstrated experience in the provision of comprehensive assessments, counselling and group work to adults. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team **processes.**

Eligibility/Other Requirements: Previous clinical experience is essential. Preparedness to attain alcohol and other drug competencies as required by the Minimum Qualifications Strategy. For Social Work: Tertiary qualification in Social Work. Eligibility for membership of the Australian Association of Social Workers. For Psychology: A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with Australian Health Practitioner Regulation Agency (AHPRA). Psychology Board of Australia approved Principal and Secondary supervisor for 4+2 Internship. For Counselling: Eligible qualification pathways: Pathway 1, Minimum five-year full-time (or part-time equivalent) sequence of study made up of: minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (psychology, social work, occupational therapy or other discipline considered



relevant) and minimum two-year full-time (or part-time equivalent) post-graduate study in counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course; or three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. Pathway 2: minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course and minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course or three-year part-time ANZAP training in the Conversational Model. Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3.

Please note prior to commencement successful candidates will be required to: have a current registration issued under the *Working with Vulnerable People Act 2011*. Undergo a pre-employment Police check. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. *Desirable*: Current driver's licence.  
Contact Officer: Daniel Panozzo (02) 6244 2591 daniel.panozzo@act.gov.au

## **Corporate**

### **Strategic Finance**

#### **Capital Finance**

##### **Administration and Finance Officer**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 29803)**

Gazetted: 17 August 2017

Closing Date: 24 August 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. Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between ACT Health and Share Services Finance for financial reporting, banking and taxation management. Overview of the work area and position: The Strategic Finance Capital Team focus on financial reconciliation, reporting, compliance and support for the Strategic Finance Branch on all capital related matters. The team also has responsibility for recurrent infrastructure budgeting and reporting for the Directorate. This Position is to assist in the provision of a range of support services, such as project reconciliations, reporting analysis, process improvement and asset management. This role will work closely with the Finance Managers to support the branch and its clients. To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting resources, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks.

Eligibility/Other Requirements: Experience in Capital Finance would be desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: Selection may be based on written application only.

Contact Officer: Vicki Andres (02) 6207 7929 vicki.andres@act.gov.au

## **Canberra Hospital and Health Services**

### **Women, Youth and Children**

#### **Women and Babies**

##### **Graduate Midwife**

**Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 39114, several)**

Gazetted: 17 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multidisciplinary context if not by a multidisciplinary team.

Overview of the work area and position: The Maternity Unit at Centenary Hospital for Women and Children, are offering a structured development program for midwifery graduates, who are enthusiastic and committed to providing evidence based women centred midwifery care. As these positions are developmental you will be supported to consolidate your clinical practice through a planned rotation to birthing, antenatal, and postnatal areas, Maternity Outpatient Department and a one week secondment to the Maternal and Child Health (MACH) service. Throughout your progression you will be offered clinical supervision, educational support as well as support for your personal development plan. Following completion of the one year Graduate Midwife Program you will be encouraged to apply for a full time or part time Registered Midwife (RN Level 1) vacancy. Successful applicants will have opportunities to rotate to all clinical areas of Maternity, including Continuity; or to request to be rostered to a specific clinical area. Skill Level: Graduate Midwives must have completed an AHPRA recognised undergraduate Bachelor or Post-Graduate Diploma of Midwifery program and be registered as a midwife with AHPRA. A day in the life of a Graduate Midwife: provide woman-centred midwifery care to a woman throughout her pregnancy, birth and the postnatal period; rotate through all of the maternity areas including birthing, antenatal ward, postnatal ward and the Maternity Outpatient Department; graduates will be offered the opportunity to have a one week placement in the Maternal and Child Health (MACH) Service; meet all requirements of the Graduate Midwife Program. The Division of Women Youth and Children includes the Centenary Hospital for Women and Children (CHWandC) and the Women, Youth and Children Community Health Programs. The CHWandC includes the Maternity Unit, the Paediatric Department and Neonatal Services. This position will be located in the Maternity Unit which provides care for approximately 3700 women and their babies annually. The CHWandC is a tertiary referral centre, has a low risk Birth Centre and provides care for women of all risk from the ACT and the surrounding regions. The CHW&C is a Baby Friendly Accredited Hospital.

Eligibility/Other Requirements: *Mandatory:* Recently graduated from an education program leading to entry to practice midwifery. 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. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: These are temporary positions available for a period of 12 months. These positions are full-time however part-time hours may be considered. Please send a statement addressing the selection criteria, your CV and the names of two professional midwifery referees. This program will commence February 2018. All positions will be full time.

Contact Officer: Raelene Garret (02) 6174 7561 raelene.garrett-rumba@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Medical**

**Cardiology Team Leader**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 14008)**

Gazetted: 17 August 2017

Closing Date: 24 August 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 Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. Under limited supervision of the Administration manager, This position provides administrative leadership and general office support to the Booking and Scheduling/Reception team within the department. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

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

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

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

**Canberra Hospital and Health Services**

**Critical Care**

**Acute Care**

**Acute Surgical Unit**

**Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 19458)**

Gazetted: 17 August 2017

Closing Date: 24 August 2017

Details: About us: Canberra Hospital and Health Services provide acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, paediatric

and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: The Acute Surgical Unit is a 16 bed unit caring for patients in the acute phase of an actual or potential surgical complaint. The ward is a short stay unit with high turnover of admissions. Care of patients involves pre-operative work up and care of patients post-operatively who have an expected short stay.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration as an Enrolled Nurse Level 1 with the Australian Health Practitioner Regulation Agency (AHPRA). Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a permanent part-time position at 32.00 hours per week. The salary noted above will be paid pro rata.

Contact Officer: Sarah Majeed (02) 6174 5716 sarah.majeed@act.gov.au

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

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

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

#### **Administration Support Officer**

#### **Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 11363)**

Gazetted: 17 August 2017

Closing Date: 24 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: Child and Adolescent Mental Health Services provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. The Cottage Adolescent Day Program is a therapeutic group program for young people between the ages of 12 and 18 in the ACT who are experiencing moderate to severe mental health issues. The Cottage has a recovery focus and the program aims to reduce the severity of mental health symptoms to achieve functional gains in schooling, social functioning and fostering life skills. This role requires the provision of high quality customer service to all people accessing the Cottage and DBT Programs.

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

Note: This is a temporary position available for a period of 12 months with the possibility of extension. This is a part-time position at 7.21 hours (one day) per week. The salary noted above will be paid pro rata for part-time hours. Selection may be based on written application and referee reports only. An order of merit may be established to fill future temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Jessica Ross (02) 6205 1128 [jessica.ross@act.gov.au](mailto:jessica.ross@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Clinical**

**Assistant in Nursing**

**Assistant in Nursing \$48,888 - \$50,543, Canberra (PN: 38113)**

Gazetted: 17 August 2017

Closing Date: 24 August 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 6A is a 32 bed medical ward specialising in Respiratory/Cardiology/Endocrinology/Rheumatology.

Eligibility/Other Requirements: Mandatory: Certificate III in Health Services Assistance or recognized equivalent. 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 for six months at 16:00 hours per week and the full-time salary noted above will be paid pro-rata. Please apply in writing addressing the selection criteria and provide an up to date curriculum vitae and the details of two professional referees. This role entails shift work and a rotating roster.

Contact Officer: Jenny Hegarty (02) 6244 2265 [jenny.hegarty@act.gov.au](mailto:jenny.hegarty@act.gov.au)

**Canberra Hospital and Health Services**

**Deputy Director General**

**Executive Director of Medical Services**

**Senior Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 23763)**

Gazetted: 17 August 2017

Closing Date: 24 August 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. Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) has responsibility for: The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and the process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Chief Medical Administrator, MOSCETU, Deputy Director-General, Canberra Hospital and Health Services and Director-General of ACT Health; and manage the recruitment, rostering and administration related to the Junior Medical workforce. This position of Senior Manager Credentialing and Scope of Clinical Practice, sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Hospital and Health Services. The role leads a small team to manage the operations of the credentialing and scope of practice process and manage the provision of secretariat to the scope of clinical practice committees under the *Health Act 1993*.

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

Contact Officer: Janelle Corey (02) 6244 2507 [janelle.corey@act.gov.au](mailto:janelle.corey@act.gov.au)

**Corporate**

**Digital Solutions**

**Health E-Future Capital**

**Project Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 23486, several)**

Gazetted: 17 August 2017

Closing Date: 24 August 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 Digital Solutions Division is responsible for Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; management and support of the Health Directorate clinical records across acute, primary and community based services; coordination of ICT projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance of ICT policies and procedures; and ensuring Health Directorate information security. Overview of the Work Area and Position: The Future Capability and Governance area of the Digital Solutions Division is focused on defining and delivering a balanced portfolio of ICT investment initiatives that is capable of achieving organisational objectives while maintaining effective business as usual operations. The achievement of this is done through three integrated work streams: Front Door: focused on defining investment requirements; project Management Office (PMO): focused on overseeing the delivery aspects of approved investments; architecture Design Authority: providing Enterprise Architecture capability in support of Front Door and PMO activities; the Project Manager will perform project management functions in line with the PMO framework and Digital Solutions Divisions processes.

Eligibility/Other Requirements: Desirable: Project Management experience in healthcare setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: There are several temporary positions available and based on project needs contracts will be offered for various periods at a minimum of 6 months with the possibility of extension. 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: Kerri McGufficke (02) 6205 9193 kerri.mcgufficke@act.gov.au

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

**Child and Adolescent Mental Health Services**

**CaMHS South**

**CAMHS/AFP Liaison Clinician**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 30471)**

Gazetted: 17 August 2017

Closing Date: 24 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation.

Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS), Adult

Community Mental Health Services (ACMHS), Adult Acute Mental Health Services (AAMHS), Alcohol and Drug Services (ADS), Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct crisis intervention, complex risk assessment, clinical treatment, observation and therapeutic engagement with young people presenting in crisis. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT registration and eligibility for membership of the appropriate professional organization. Must hold a current driver's licence. Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Desirable: Experience in working with children and young people.

Note: This is a temporary position available from September 2017 for a period of six months. This position is part-time at 16 hours per week. The salary noted above will be pro rata for part-time hours. An order of merit may be used to fill future identical part-time temporary vacancies in either the North or South Community Teams within a 12 month period. Selection may be based on application and referee reports only.

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

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

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

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

#### **Clinical Manager**

#### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 38943)**

Gazetted: 17 August 2017

Closing Date: 24 August 2017

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse 1 and 2 Levels as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The

position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Approved tertiary qualifications or equivalent in nursing. Current registration or eligibility for registration as a Registered Nurse with the Nursing and Midwifery Board of Australia. More than 12 months nursing experience in a mental health services, and strong understanding of adult community mental health services. Desirable: Post Graduate Qualification in Mental Health Nursing or working towards such, and a current driver's licence. Prior to commencement successful candidates will be required to: Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Contact Officer: Danny Farrow (02) 6205 2787 danny.farrow@act.gov.au

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

#### **Deputy Director General**

#### **Deputy Director General Canberra Hospital and Health Services**

#### **Executive Officer**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13137)**

Gazetted: 17 August 2017

Closing Date: 24 August 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 main focus of this role is to support the process of government business through the Office of the Deputy Director General, Canberra Hospital and Health Services (CHHS) as well as working as a member of the broader CHHS Executive Officer team. Main duties will include tracking, coordination and preparation of high level government business including briefings and correspondence, internal minutes, Cabinet submissions and Assembly material.

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

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

Contact Officer: Tonia Alexander (02) 6244 2169 tonia.alexander@act.gov.au

### **Justice and Community Safety**

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

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

#### **Community Safety**

#### **Security and Emergency Management Branch**

#### **Secretariat Services Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14862)**

Gazetted: 11 August 2017



Closing Date: 25 August 2017

Details: The Justice and Community Safety Directorate, Security and Emergency Management Branch is seeking a dynamic person with proven secretariat experience to perform the role of Secretariat Services Officer. The successful person will be required to undertake administrative functions to support the work of senior security and emergency management committees. High level written skills, critical thinking, effective planning and coordination skills and the ability to monitor and report on deadlines are essential.

Eligibility/Other Requirements: An understanding of the security and emergency management governance arrangements of the Commonwealth and ACT Government's would be a distinct advantage. The ability to acquire and maintain a negative vetting 1 security clearance.

Note: This is a temporary position available for the period 16 October 2017 until 29 June 2018 with the possibility of extension and/or permanency. Selection maybe based on application and referee reports only.

Contact Officer: Bren Burkevics (02) 6207 8628 [bren.burkevics@act.gov.au](mailto:bren.burkevics@act.gov.au)

### **Emergency Services Agency**

#### **ACT Ambulance Service**

##### **Operations**

##### **Graduate Paramedic Intern**

##### **Graduate Paramedic Intern \$67,706 plus penalties, Canberra (PN: 09274, several)**

Gazetted: 16 August 2017

Closing Date: 8 September 2017

Details: Applications are invited from university graduates with a Bachelor degree in Paramedical Science (by whatever title), or equivalent post graduate qualification, to join the ACT Ambulance Service as a Graduate Paramedic Intern. Applicants who are able to provide proof of enrolment in final semester of their studies will also be considered. Studies must have been undertaken with a tertiary institution accredited by, or provisionally accredited by, the Council of Ambulance Authorities.

Eligibility/Other Requirements: Mandatory Bachelor degree in Paramedical Science (by whatever title), or equivalent post graduate qualification; or proof of enrolment in final semester of paramedic studies; at a tertiary institution accredited with, or provisionally accredited with the Council of Ambulance Authorities. Current class C driver's licence (not a provisional licence). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: Successful applicants will be engaged under a fixed term temporary contract of 18 months with appointment to ACTPS being subject to successful completion of all practical and theoretical components of the Graduate Paramedic Intern program (Nominal length of program is less than 18 months). This position is a shift work position involving weekends and public holidays. Reasonable relocation expenses may be payable to successful interstate applicants to assist with relocation to the Australian Capital Territory. These positions are also entitled to salary packaging with fringe benefits tax-free threshold up to \$9095.00.

How to Apply: For all enquiries regarding this position, please email - [esagraduateinternenquiries@act.gov.au](mailto:esagraduateinternenquiries@act.gov.au)

### **ACT Law Courts and Tribunal**

#### **ACT Civil and Administrative Tribunal**

##### **ACAT Deputy Registrar**

##### **Legal 1 \$61,785 - \$124,436, Canberra (PN: 37995)**

Gazetted: 16 August 2017

Closing Date: 30 August 2017

Details: The ACT Law Courts and Tribunal Administration is seeking a Lawyer and Manager to undertake the role of Legal Deputy Registrar of the ACT Civil and Administrative Tribunal (ACAT). The successful applicant will have good people management skills and be able to work with a range of stakeholders, including tribunal users, staff and members, to achieve quality outcomes for the ACAT. Responsibilities include managing and training staff to ensure that the work of the team is effective, consistent and accurate, responding to complex enquiries, processing documentation, liaising with clients and exercising the statutory appointment of Deputy Registrar as required. The occupant will be required to conduct a range of case management activities, including triaging matters, managing lists and giving directions, as well as conducting conferences and hearings.

Eligibility/Other Requirements: Admission to practice as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory with at least three years post admission experience desirable. Comprehensive knowledge of/or experience in dispute resolution and/or qualifications in mediation highly desirable. Experience of practice and procedure in the areas of law within the jurisdiction of the ACT Civil and Administrative Tribunal would be an advantage.

Contact Officer: Kristy Soper (02) 6207 1379 [kristy.soper@act.gov.au](mailto:kristy.soper@act.gov.au)

### **Public Trustee and Guardian**

#### **GUARDIANSHIP UNIT**

##### **Director**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 38578)**

Gazetted: 16 August 2017

Closing Date: 30 August 2017

Details: The Public Trustee and Guardian is an independent Territory authority providing professional guardianship, financial management and trustee related services. We have a vacancy for a motivated and well-organised person who is skilled in strategic administration to be appointed as Deputy Public Trustee and Guardian and Director of our Guardianship Unit. Our Guardianship Unit provides guardianship services to adults in our community who have diminished ability to manage their affairs due to a physical, mental, psychological or intellectual condition. Guardianship services are provided under authority of an order of ACT Civil and Administrative Tribunal (ACAT) or Enduring Power of Attorney. The successful candidate will have extensive experience in guardianship and will lead the day-to-day administration of a busy multi-disciplinary team involved in the provision of guardianship services. This includes the ability to administer, apply and interpret legislation. We are seeking an articulate, confident person with strong client and staff management skills.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline are essential. This is a position of trust and applicants may be required to provide certain information to undergo relevant assessments. This position requires the occupant to hold, or be able to obtain a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: As face to face interviews may not be conducted, applicants should include two referee reports with their application.

Contact Officer: Denise Caldwell (02) 6207 9800 [denise.caldwell@act.gov.au](mailto:denise.caldwell@act.gov.au)

### **Human Rights Commission**

#### **Director- Legal Policy**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 48981)**

Gazetted: 16 August 2017

Closing Date: 23 August 2017

Details: The Human Rights Commission is seeking an experienced, motivated and passionate person to join our business unit as a Director- Legal Policy at the Senior Officer Grade B level. Duties of the Director Legal Policy

include provide legal and policy advice on complex matters under the *ACT Human Rights Act 2004* and *Discrimination ACT 2004*, Review Cabinet Submission, policies and legislation in term of their compliance with human rights and discrimination standards. Please see the role description for a full list of duties and responsibilities, and the selection criteria for the role. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander people and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position.

Eligibility/Other Requirements: The occupant must have undertaken a Working with Vulnerable People check and be registered in accordance with the *Working with Vulnerable People (Background Checking) Act 2011* prior to commencing in the role. Tertiary qualifications in a relevant discipline such as law, social work human services are mandatory. Extensive experience in law, social work, psychology, behavioural sciences or relevant disciplines, in combination with other relevant qualifications and/or experience would be highly desirable. An understanding of human rights principles and frameworks would also be highly desirable.

Note: This is a temporary position available from 23 September 2017 for up to twelve months. Selection may be based on application and referees report only.

How to Apply: 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.

Contact Officer: Helen Watchirs (02) 6207 0585 helen.watchirs@act.gov.au

### **Office of the Legislative Assembly**

#### **Parliamentary Support Branch**

#### **Committee Support**

#### **Senior Research Officer**

#### **Administration Services Officer 6 79,824 - 91,356, Canberra (PN: 00256)**

Gazetted: 11 August 2017

Closing Date: 25 August 2017

Details: The Office of the Legislative Assembly (OLA) is seeking to permanently fill a Senior Research Officers position within the Committee Support office. This is a unique opportunity for a skilled and experienced applicant who wants to be challenged by a busy and dynamic work environment. The Senior Research Officer role is to undertake detailed and complex research and analysis, contribute to the drafting of committee reports, and prepare issues papers and other background material for the Committee Support Office. The Senior Research Officer will liaise with Members of the Legislative Assembly and their staff, public servants and key officials from various organisations, departments and agencies. As such, high-level communication skills, including the ability to exercise tact and judgement, are essential in this position. The successful applicant must also demonstrate well-developed research, analytical and writing skills and the ability to work to consistently high standards.

Contact Officer: Andrew Snedden, Manager Committee Support (02) 6205 0199  
andrew.snedden@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

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

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

**City Services**

**Capital Works and Development Support**

**Development Review and Coordination**

**Project Engineer**

**Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 27881, several)**

Gazetted: 11 August 2017

Closing Date: 25 August 2017

Details: The Development Review and Coordination (DRC) team are seeking applications from suitably qualified applicants for the position of Project Engineer. There are two positions available. The position is responsible for assisting the Managers and Project Leads in the day-to-day management of the acceptance process of infrastructure assets including roads, storm water, cycle paths, footpaths and public landscape works as well as the administrative duties within the Unit. The position normally works under the supervision of a Project Lead or one of the Managers on matters related to the review and assessment of submissions, as well as, in dealing with internal and external customers. The challenges faced by the position are to deliver optimal value-added outcomes for new or amended infrastructure assets generated by private developments or capital works program of the Territory in accordance with Transport Canberra and City Services (TCCS) Design Standards, Specifications and other relevant Codes and Standards. This position involves frequent onsite inspections of developments throughout the Territory.

Eligibility/Other Requirements: Degree in Civil Engineering, from a suitable tertiary institution, to allow eligibility for Graduate level membership of Engineers Australia. Current driver's licence is mandatory.

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

Contact Officer: Gabriel Joseph (02) 6207 6581 [gabriel.joseph@act.gov.au](mailto:gabriel.joseph@act.gov.au)

**City Services**

**Birrigai**

**Outdoor Education Assistant**

**Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 19516 (expected vacancy))**

Gazetted: 15 August 2017

Closing Date: 29 August 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 and is able to offer onsite accommodation for up to 180 people with self or fully catered options. We are seeking a highly motivated Outdoor Education Assistant to provide general administrative and field support to the teachers delivering educational programs and visiting groups at Birrigai. The position requires an officer to be able to carry out physical tasks in an outdoor environment as well as have the capacity to perform basic administrative duties associated with the running of visitor programs and instruct groups, including school aged children in the running of activities.

Eligibility/Other Requirements: Current manual driver's licence; current Senior First Aid Certificate or the ability to gain the qualification prior to commencement; the ability to work outside rostered hours. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: Birrigai is located 15 kilometres from Tuggeranong in southern Canberra. A reliable vehicle is essential as there is no public transport to Birrigai. A daily travel allowance is paid to staff working at Birrigai. This is a six month temporary part-time position at 31.15 hours per week with the possibility of extension and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

Contact Officer: Letitia Edwards (02) 6205 6748 [letitia.edwards@ed.act.edu.au](mailto: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.

## **City Services**

### **City Presentation**

#### **Program Officer, Improved Municipal Services**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39160)**

Gazetted: 11 August 2017

Closing Date: 25 August 2017

Details: City Services are seeking the services of a highly experienced and motivated Senior Manager to lead and guide a small team in the development of a program to assess and enhance municipal services provided by the ACT Government. The successful candidate will have appropriate skills to review, evaluate and propose solutions to complex problems which have the potential to reform aspects of municipal service delivery. 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 a disability, to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications (such as Policy, Project Management, Communication, Legal).

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

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

## **City Services**

### **Capital Works and Development Support**

#### **Development Review and Coordination**

##### **Senior Project Engineer**

##### **Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 12330)**

Gazetted: 11 August 2017

Closing Date: 25 August 2017

Details: The Development Review and Coordination (DRC) team are seeking applications from suitably qualified applicants for the position of Senior Project Engineer. The position is for a qualified civil engineer with experience in all aspects of arterial roads and subdivision land development and undertakes senior level responsibilities associated with the review and approval of planning and design submissions and the acceptance of constructed municipal infrastructure for new developments. The position requires a strong understanding of the Design Standards, Codes, Guideline and Policies of the Territory and to ensure compliance when assessing submissions or accepting development works. The position will be required to visit construction sites to monitor progress and assess quality of completed assets. The position reports to the relevant Managers within DRC and varies depending on the type and nature of the project under consideration. Although the position reports to the Chief Engineer for administrative purposes the project reporting will be to all three Managers depending on the ownership of the project by the Managers.

Eligibility/Other Requirements: Degree in Highway/Traffic/Civil Engineering eligible to be approved by the Institution of Engineers Australia or Equivalent, and a minimum five years of civil design and construction

experience. It is desirable to have Charter status of the Engineers Australia or demonstrated equivalent competency levels of other engineering bodies in Australia e.g. RPEQ. Current driver's licence is mandatory. Note: This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on application and referee reports only.  
Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@act.gov.au

## **APPOINTMENTS**

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

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

Taiwo Olalere 853-69738, Section 68(1), 21 August 2017

### **Community Services**

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

Maria Marques 853-65147, Section 68(1), 7 August 2017

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

Nga Nguyen 853-69893, Section 68(1), 22 August 2017

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

#### **Technical Officer Level 2 \$59,230 - \$67,825**

Cindy Alcock 836-16811, Section 68(1), 17 August 2017

### **Health**

#### **Enrolled Nurse Level 1 \$57,635 - \$61,578**

Tegan Addison 847-02412, Section 68(1), 10 August 2017

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

Emily Bannon 850-41855, Section 68(1), 17 August 2017

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

Karen Borchers 853-68970, Section 68(1), 16 August 2017

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

Nicole Jones 848-21382, Section 68(1), 10 August 2017

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

Pedzisai Murape 845-01952, Section 68(1), 7 September 2017

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

Melissa Simkin 848-21534, Section 68(1), 17 August 2017

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

Carolyn Smith 843-91677, Section 68(1), 10 August 2017

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

Hetty Tuano 839-26051, Section 68(1), 18 August 2017

**Justice and Community Safety**

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

Leila Berman 848-76201, Section 68(1), 24 August 2017

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

Diana Knight 846-84736, Section 68(1), 1 August 2017

**Transport Canberra and City Services**

**Senior Officer Grade A \$137,415**

Doug Sinclair 853-65569, Section 68(1), 24 August 2017

**TRANSFERS**

**Chief Minister, Treasury and Economic Development**

**Jodi Maree McLinden: 843-99580**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31560) (Gazetted 17 August 2017)

**Health**

**Sonia Wade: 825-48087**

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

Health

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

Health, Canberra (PN. 25992) (Gazetted 20 July 2017)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

#### Shared Services

#### Finance and Payroll Services

#### Payroll Services

#### **Richard Palic: 713-72653**

From: Senior 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. 37170) (Gazetted 26 May 2017)

#### Shared Services ICT

#### Executive

#### ICT Security

#### **Jessica Smith: 827-56871**

From: Information Technology Officer Class 1 \$64,616 - \$73,554

Education

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38992) (Gazetted 17 August 2017)

### Education

#### School Performance and Improvement

#### Tuggeranong Network

#### Theodore Primary School

#### **Kerri Clark: 755-76012**

From: \$132,814

Education

To: †School Leader A \$145,868 - \$175,149

Education, Canberra (PN. 01814) (Gazetted 17 August 2017)

#### Office for Schools

#### North/Gungahlin Network

#### Turner School

#### **Carolyn Macleod: 779-02213**

From: Classroom Teacher \$62,521 - \$98,834

Education

To: †School Leader C \$114,067

Education, Canberra (PN. 20561) (Gazetted 31 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.

### Health



**Corporate**

**Performance Information**

**Gillbert de Ruijter: 836-13629**

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

To: †Senior Officer Grade C \$100,462 - \$108,140  
Health, Canberra (PN. 32653) (Gazetted 22 June 2017)

**Director General**

**Health Infrastructure Services**

**Regan Elfving (Boege): 836-12597**

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

To: †Senior Officer Grade C \$100,462 - \$108,140  
Health, Canberra (PN. 26489) (Gazetted 6 July 2017)

**Canberra Hospital and Health Services**

**Cancer Ambulatory and Community Health Support**

**Ambulatory Care**

**Vijaya Kottapalli: 834-52415**

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

To: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Health, Canberra (PN. 32543) (Gazetted 20 June 2017)

**Corporate**

**Performance Information**

**Kathryn Lynch: 844-74587**

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

To: †Senior Officer Grade C \$100,462 - \$108,140  
Health, Canberra (PN. 29390) (Gazetted 22 June 2017)

**Canberra Hospital and Health Services**

**Emma Malinsky: 799-99776**

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. 26296) (Gazetted 25 August 2017)

**Canberra Hospital and Health Services**

**Kellie McLaughlin: 846-98257**

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. 20762) (Gazetted 22 June 2017)

**Canberra Hospital and Health Services**

**Business and Infrastructure**

**Yvonne Noakes: 735-37036**

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

Health

To: †Registered Nurse Level 3.2 \$114,377

Health, Canberra (PN. 22179) (Gazetted 29 June 2017)

**Corporate**

**Performance Information**

**Daniel Thomas: 836-13741**

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

Health

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

Health, Canberra (PN. 22021) (Gazetted 22 June 2017)

**Medicine**

**Medical**

**Chandima Perera 82293133**

From: Staff Specialist 1-5 \$164,470 - \$202,960 Health Directorate

To: †Senior Staff Specialist \$222,205 Health Directorate, Canberra (PN. 16172)

(Gazette This promotion is from a non-advertised vacancy in accordance with Process for promotion from Specialist to Senior Specialist Guidelines )