



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 19 October 2017**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Clare Holland House**

#### **Palliative Care**

#### **Social Work**

#### **Social Worker**

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

Gazetted: 25 October 2017

Closing Date: 5 November 2017

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

Contact Officer: Julie Kulikowski 6264 7300 Julie.kulikowski@calvary-act.com.au

Reference Number: 16012

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

#### **PFU**

#### **Relief Pool**

#### **Enrolled Nurse**

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

Gazetted: 25 October 2017

Closing Date: 29 October 2017

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

Contact Officer: Janeen Johnson 6201 6111 Janeen.Johnson@calvary-act.com.au

Reference Number: 15965

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

#### **Finance**

#### **Assistant Accountant**

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

Gazetted: 25 October 2017

Closing Date: 26 October 2017

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

Contact Officer: Deirdre Farrell 6264 7117 Deirdre.farrell@calvary-act.com.au

Reference Number: 15657

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

#### **Finance**

#### **Business Manager**

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

Gazetted: 25 October 2017

Closing Date: 25 October 2017

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

Contact Officer: Ash Shah (02) 6201 8500

Reference Number: 16023

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

#### **Health Information Services**

#### **Senior Health Information Manager**

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

Gazetted: 26 October 2017

Closing Date: 3 November 2017

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,  
<https://calvary.mercury.com.au>  
Reference Number: 16025  
Contact Officer: Louise Edmonds (02) 6201 6281  
[louise.edmonds@calvary-act.com.au](mailto:louise.edmonds@calvary-act.com.au)  
Applications can be forwarded to: <https://calvary.mercury.com.au>

**Quality, Safety and Risk**

**Director Quality/Clinical Governance**

**Canberra (PN: TBA)**

Gazetted: 26 October 2017  
Closing Date: 27 October 2017  
Details: Full position details can be seen on Calvary Public Hospital Bruce's website,  
<https://calvary.mercury.com.au>  
Reference Number: 15950  
Contact Officer: Shelley Castree-Croad (02) 6201 6101  
[shelley.castree-croad@calvary-act.com.au](mailto:shelley.castree-croad@calvary-act.com.au)  
Applications can be forwarded to: <https://calvary.mercury.com.au>

**Emergency Department**

**Nursing**

**Enrolled Nurse**

**Enrolled Nurse Level 1 \$57,635 Canberra (PN: TBA)**

Gazetted: 26 October 2017  
Closing Date: 22 October 2017  
Details: Full position details can be seen on Calvary Public Hospital Bruce's website,  
<https://calvary.mercury.com.au>  
Reference Number: 15952  
Contact Officer: Ben Cloughton [nursegraduateprogram@calvary-act.com.au](mailto:nursegraduateprogram@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 Technology and Design**

**CIT Communication, Music and Media**

**Media Production Teacher**

**Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51600, several)**

Gazetted: 23 October 2017  
Closing Date: 7 November 2017  
Details: Canberra Institute of Technology is looking to recruit exceptional Media Production Teachers. Under the general direction of the Head of Department Communication, Media and Music, the teacher/s will be required to deliver educational programs ensuring students have the opportunity to achieve the required training outcomes. The teacher/s will also be required to develop valid assessment tools and learning resources, maintain complete and accurate student records on the student information management system, deliver innovative training programs to meet specific commercial client needs as required, and assist with procurement, access to and maintenance of technical resources and equipment. Additionally the successful candidate/s will need to represent the College in liaison with industry, promote and support Training Package and qualification outcomes for industry or enterprise. Participate in marketing activities that promote the College training programs to school, industry and community, maintain currency of relevant training and industry changes through professional development activities. Attend meetings within and outside the Department, College and wider CIT as required and undertake educational and administrative tasks and other incidental duties as directed by the Head of Department.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Working with Vulnerable People registration is required. Desirable: minimum Advanced Diploma or Degree qualification in Media Production Professional Industry Experience in Media Production or associated 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)

Note: These positions are temporary for a period of two years with the possibility of extension up to but not exceeding five years in total. Both positions are offered at a part-time, one is for 29.40 hours per week and the other is for 22.05 hours per week. 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. 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.

Contact Officer: Piers Douglas (02) 6207 4053 [piers.douglas@cit.edu.au](mailto:piers.douglas@cit.edu.au)

#### **CIT Corporate Services**

#### **CIT Business Support**

#### **Business Support Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 18117)**

Gazetted: 25 October 2017

Closing Date: 8 November 2017

Details: CIT is seeking a highly motivated individual to provide administrative support in accounts, office services, purchasing and procurement, including preparation of purchase requests, obtaining of quotes, and making purchases via corporate credit cards; preparing journals, accounts payable and accounts receivable transactions; processing and actioning travel requests and acquittals; maintenance of appropriate records and documentation. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This position is for temporary filling for a period of 12 months with the possibility of extension up to five years. Part-time hours will be considered. 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: Dominique Wilson (02) 6205 8792 [dominique.wilson@cit.edu.au](mailto:dominique.wilson@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)**

#### **Finance and Budget Division**

#### **Development and Infrastructure Policy**

### **Senior Manager**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 43387)**

Gazetted: 24 October 2017

Closing Date: 30 October 2017

Details: A temporary opportunity is available for a suitably qualified and experienced person to join the Finance and Budget Division of Treasury in a leadership role, which is responsible for managing a team to deliver a wide range of financial and administrative tasks. The Senior Manager reports to the Director, Development and Infrastructure Policy Branch. The successful applicant will be required to oversee the development and provision of policy and budget advice in relation to ACT Government directorates, with a key aspect of the role being the ability to develop and maintain strong relationships with other areas of government, including being able to represent the Directorate on inter-governmental committees.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Accounting, Commerce, Finance or a related field is desirable.

Note: This temporary position is available until 30 June 2018, with the possibility of extension.

How to Apply: Applications are sought from potential candidates and should address the selection criteria, provide a separate curriculum vitae and details of at least two referees. Applications close 30 October 2017.

Contact Officer: Wilhelmina Blount (02) 6207 0835 wilhelmina.blount@act.gov.au

### **Corporate**

#### **Corporate Management**

#### **Corporate and Coordination Services**

#### **Manager, Corporate and Coordination Services**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 27821)**

Gazetted: 20 October 2017

Closing Date: 3 November 2017

Details: Corporate Management is looking for a team leader with high level leadership and management skills. The applicant will lead the delivery of corporate services to support directorate business activities and functions.

Duties include: ministerial services for the directorate; corporate coordination functions; emergency management (office facilities related); resource management; facilities and fleet management. The manager will also manage the administration of the budget for Corporate.

Note: This is a temporary position available from 30 November 2017 until 10 October 2018 with the possibility of extension.

Contact Officer: Imogen Davis (02) 6207 7661 imogen.davis@act.gov.au

### **Shared Services**

#### **Business Application Management**

#### **Business Applications and Strategy**

#### **ServiceNow Administrator/Developer**

#### **Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 14336)**

Gazetted: 23 October 2017

Closing Date: 6 November 2017

Details: Are you wanting to deliver outcomes for customers based on ServiceNow? Do you want to work in a dynamic team that is cohesive, customer focused, and 100% devoted to training our staff? At Shared Services ICT Business Applications and Strategy, we're responsible for making sure that our ServiceNow platform is fully leveraged, fully optimised and exceeds our customer's expectations. If you are an awesome web-based developer wanting to build on those skills in the ServiceNow environment, we want to hear from you. Whether you are a web dev looking to get into platform development or a ServiceNow admin, we've got training and support ready to go. The most important point is that you are customer focused, able to learn, and have a good skillset in web development. So, why not come and join us?

Contact Officer: Andrew Winter (02) 6207 6850 andrew.winter@act.gov.au

### **Enterprise Canberra**

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

#### **Strategic Coordination and Policy**

**Business Support Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38633)**

Gazetted: 19 October 2017

Closing Date: 2 November 2017

Details: The role of Enterprise Canberra, within the Chief Minister, Treasury and Economic Development Directorate, is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city. Reporting through to the Manager, Strategic Coordination, within the Office of the Deputy Director-General, you will be responsible for providing high level administrative support to the Office of the Deputy Director-General and secretariat support to internal leadership groups; the preparation of correspondence; the preparation and maintenance of contact lists; the preparation of correspondence; non-complex research; and maintaining records.

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

Contact Officer: Kareena Arthy (02) 6207 5564 kareena.arthy@act.gov.au

**Policy and Cabinet**

**Strategic Policy and Cabinet**

**Cabinet Office**

**Coordination and Support Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 33711)**

Gazetted: 24 October 2017

Closing Date: 7 November 2017

Details: Cabinet Office has a challenging opportunity at the Administrative Service Officer 5 level that will suit an individual who is flexible, proactive and willing to go the extra mile to ensure the smooth operation of Cabinet and its Subcommittees. This vacancy is guaranteed to further your knowledge of the "cabinet world" and give you a great opportunity to understand the inner workings of a central agency. If you refer to cabinet submissions by their number alone or understand the difference between SEMC, HSSI and BCC – this may be the role for you! The successful officer will support a number of cabinet office functions including: forecasting Cabinet business to ensure critical timelines and milestone dates are met; assisting with the handling and distribution of Cabinet and other government documents; and ensuring we meet cabinet requirements with a particular focus on quality, accuracy and timeliness. If this sounds like you, then submit an application of no more than two pages addressing the selection criteria, a current curriculum vitae.

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

Contact Officer: Dorena Morris (02) 6207 5989 dorena.morris@act.gov.au

**Procurement, Property and Venues**

**Goods and Services Procurement**

**Management, Analysis and Reporting Systems**

**Procurement Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 28135)**

Gazetted: 19 October 2017

Closing Date: 2 November 2017

Details: The Goods and Services Branch of Procurement and Capital Works is seeking to fill an Administrative Services Officer Class 5 (ASO5) position in its procurement administration and reporting team. This position is located in a client servicing team that is responsible for supporting the operations of the procurement function of the ACT Government by the provision of administration, systems, analysis, and internal and external helpdesks. Applicants are required to have an understanding and ability to interpret the *Government Procurement Act 2001* and *Government Procurement Regulation 2007* and relevant ACT Government legislation, including but not limited to the *Territory Records Act 2002* and the *Public Sector Management Act 1994* to deliver positive, value-for-money procurement solutions and outcomes for the Territory. Well-developed written, oral communication and time management skills are important attributes for this position to ensure the assigned team's workload is delivered in a professional and timely manner; good stakeholder engagement, liaison, and presentation skills are also key requirements of procurement officers holding this position.

How to Apply: Applications are sought from potential candidates and should include a response to all selection criteria outlining experience and/or ability in the duties or requirements stated in the attached Position Description, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Michael Gurney (02) 6205 2208 [michael.gurney@act.gov.au](mailto:michael.gurney@act.gov.au)

### **Access Canberra**

#### **Licensing and Registrations**

#### **Land Titles**

#### **Client Service Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 45888, several)**

Gazetted: 25 October 2017

Closing Date: 1 November 2017

Details: Have you heard about how Access Canberra is making things easier for business and community and thought that sounded like something you wanted to be a part of? Well, think no more. Access Canberra has some exciting opportunities to be part of the teams that work closely with members of our community and the ACT's vibrant business and community sectors. This is a great opportunity for people with passion and drive to work with a team that is currently streamlining its services and processes to support industry and the community in transforming the way property transactions are completed in the ACT.

Note: There are several temporary positions available until 30 November 2018.

Contact Officer: Fred Arugay (02) 6207 1797 [fred.arugay@act.gov.au](mailto:fred.arugay@act.gov.au)

### **Revenue Management**

#### **Compliance**

#### **Inspection Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 56119)**

Gazetted: 19 October 2017

Closing Date: 2 November 2017

Details: Inspection Officer, Compliance – ACT Revenue Office The Compliance section monitors the integrity, fairness and effectiveness of the ACT's taxation system and plays a key role in the enforcement of the ACT's revenue laws and in the protection of public revenue. The section also provides debt recovery services and encourages and assists customers to be proactive in meeting their taxation obligations through targeted awareness and education campaigns. We are looking for a talented, capable and driven individual to undertake a range of operational and administrative tasks relating to investigations of ACT tax laws. Key responsibilities include working closely with the Senior Project Officer, Team Leader and the Business Intelligence team to: assist in investigation and research of compliance activities and functions, as directed, by conducting searches of internal and external databases to gather relevant information; assist in developing projects to investigate the nature and extent of non-compliance by individuals and/or corporate entities; provide high quality customer service; general office administration duties and other related functions as directed; and archive and maintain records in accordance with the *Territory Records Act 2002* and relevant privacy and confidentiality provisions.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or professional qualifications in project management, finance, mathematics/statistics, public administration, law or another relevant discipline.

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

Contact Officer: Rowena Mele (02) 6207 0099 [rowena.mele@act.gov.au](mailto:rowena.mele@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)**

#### **Children, Youth and Families**

#### **Child and Youth Protection Services**

#### **Practice and Performance – Cultural Services**

#### **Cultural Services Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35823, several)**

Gazetted: 25 October 2017

Closing Date: 10 November 2017

Child and Youth Protection Services (CYPS) is seeking highly motivated Cultural Services Officers who are focussed on supporting CYPS to deliver the best possible life outcomes for Aboriginal and Torres Strait Islander children and young people through culturally appropriate client service, underpinned by best practice culturally appropriate trauma informed case management. The role requires compliance with the relevant provisions of the *Children and Young People Act 2008* and other legislation to consider the child protection issues and determine outcomes in the best interests of children and young people.

Eligibility/Other Requirements: Essential qualifications and experience: Proficiency in Aboriginal and Torres Strait Islander culture; current driver's licence. Desirable: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. 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: There are various temporary positions available for six months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jenna Schoer (02) 6205 3283 CYPSSRecruitment@act.gov.au

### **Strategic Policy**

#### **Policy and Performance**

#### **Human Services Policy**

#### **Policy Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 01939)**

Gazetted: 25 October 2017

Closing Date: 8 November 2017

Details: The Strategic Policy Division is seeking a highly motivated Policy Officer to join the Human Services Policy team. The Division brings together strategic policy advice, data analysis, digital strategy, and Aboriginal and Torres Strait Islander policy and engagement to address areas of increased focus and priority for the Directorate. It also leads the strategic and corporate planning cycles within the Directorate, and coordinates external reporting functions to Territory and Commonwealth bodies. The Human Services Policy team is responsible for developing strategic policy on human services issues, leading initiatives focused on social inclusion, preparing Cabinet submissions, progressing legislative reform, contributing to whole of government and national reform initiatives, and participating in national forums regarding children, young people and their families. The Policy Officer contributes to the development of policy and legislative advice, Ministerial briefings and correspondence, and secretariat support to a range of national forums. This position requires a motivated individual who has experience contributing to policy or program advice, support to internal stakeholders and an ability to communicate effectively. The successful candidate will report to a Senior Policy Officer.

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

### **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)**

#### **Office for Schools**

#### **Tuggeranong Network**

#### **Lake Tuggeranong College**

#### **Business and Facilities Manager**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33795, expected vacancy)**

Gazetted: 23 October 2017

Closing Date: 6 November 2017

Details: Lake Tuggeranong College is seeking a highly experienced and motivated Business and Facilities Manager to support the Principal with the School Strategic Plan, Financial Management, Human Resources, Facilities



Management, Risk and Compliance Management. As a crucial member of the college Executive team, the successful candidate will be required to liaise with and support the Principal to ensure continuity in educational delivery across the college. The Business and Facilities Manager has significant input into the governance and strategic direction of the school, and as part of this, responds to, interprets and provides reporting, data and analysis to both the Principal, the wider college Executive team and the College Board. The successful candidate will possess high level management and organisational skills, the ability to communicate effectively with all stakeholders, ensuring high quality customer service, and will lead change management processes with the administration team through adherence to best practice HR principles and effective local coaching. Further duties include leading facilities management (strategic and operational), preparation of budgets aligned to the strategic financial plan, expenditure reviews and financial returns and the development of and supervision responsibility for administrative officers engaged in various designated roles throughout the college. Applicants are strongly encouraged to contact the Contact Officer for further information regarding the position.

Eligibility/Other Requirements: This position requires a high level of understanding of financial and HR management and of IT systems. Mandatory Asbestos Awareness Training: evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to - [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety)

Desirable: Working knowledge of the MAZE management systems. A Current First Aid certificate or willingness to undertake appropriate training. 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: This is a temporary expected position available 17 January 2018 until 17 April 2019 with the possibility of extension and or permanency.

Contact Officer: Julie Murkins (02) 6142 3666 [Julie.murkins@ed.act.edu.au](mailto:Julie.murkins@ed.act.edu.au)

## **School Performance and Improvement**

### **North Gungahlin Network**

#### **Ainslie School**

#### **Business Manager**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37191)**

Gazetted: 23 October 2017

Closing Date: 6 November 2017

Details: Applications are sought for a highly experienced officer for the position of Business Manager at Ainslie School. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, risk and Directorate compliance management. High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the Principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the Executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to – [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety) Desirable: working knowledge of the MAZE management systems; a current First Aid Certificate or willingness to undertake appropriate training. 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: Kate Chapman (02) 6142 3060 [Kate.chapman@ed.act.edu.au](mailto:Kate.chapman@ed.act.edu.au)

## **School Performance and Improvement**

### **Belconnen Network**

#### **Hawker College**

#### **Coordinator – Student Services**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39401)**

Gazetted: 24 October 2017

Closing Date: 31 October 2017

Details: The successful applicant will be required to lead a team of three staff in a very busy College student services environment.

Eligibility/Other Requirements: A thorough understanding and working knowledge of MAZE, SAS, BSSS databases is essential, as well as a thorough understanding of ASBA/WEX and VET. Knowledge of office practices and procedures; knowledge of Microsoft Office packages is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

Contact Officer: Karin Mitchell (02) 6142 0359 karin.mitchell@ed.act.edu.au

**School Performance and Improvement Branch**

**Learning and Teaching**

**Curriculum**

**Project Support Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36243)**

Gazetted: 23 October 2017

Closing Date: 6 November 2017

Details: A temporary full-time vacancy exists for an enthusiastic and professional individual to backfill the position of Project Support Officer within Learning and Teaching, Curriculum. This is a great opportunity to develop your skills in a busy office environment. The successful applicant will be required to provide high level of administration support to the Curriculum team to assist with project workflows. The applicant must also have the ability to liaise effectively with staff at all levels, well developed information technology skills and the proven ability to organise, prioritise and monitor workloads on an individual and team level. The successful applicant will also be required to have demonstrated administration support experience, sound organisational skills, attention to detail and the ability to learn and maintain organisation specific software.

Note: This is a temporary position commencing Monday 27 November 2017 and is available until Friday 1 June 2018 with the possibility of extension. Candidates are invited to submit a maximum of two pages addressing the selection criteria and attach a recent Curriculum Vitae and the contact details of two referees including their current employer/line manager.

Contact Officer: Nicole Burke (02) 620 52022 nicole.burke@ed.act.edu.au

**School Performance and Improvement**

**Tuggeranong Network**

**Namadgi School**

**Youth Support Worker**

**School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 31442)**

Gazetted: 23 October 2017

Closing Date: 6 November 2017

Details: The successful applicant will need to demonstrate a proven ability to develop and deliver a range of programs that support student engagement and build partnerships between the school and community agencies. The successful applicant will also be required to promote access to the appropriate community based youth support services and programs.

Eligibility/Other Requirements: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the principal. Tertiary qualifications in Youth Work or related field First Aid qualification, or willingness to undertake appropriate training is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Annette Lazarus (02) 6142 0900 annette.lazarus@ed.act.edu.au

**School Performance and Improvement**

**North Gungahlin Network**

**Jervis Bay School**

**Building Service Officer 1**

**General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: 01584)**

Gazetted: 25 October 2017

Closing Date: 8 November 2017

Details: Jervis Bay Primary School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to a high standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives. The successful applicant will follow direction, work to a dead-line and be all round handyman with a team member focus. This role requires the ability to access need, prioritise tasks and work with the Business manager and Principal. The duties of this position require a high degree of manual activity. An appropriate level of functional physical fitness is required.

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

Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

Mandatory training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Desirable: A current First Aid certificate.

Note: This is a temporary position available from 16 January 2018 until 6 July 2018 with the possibility of extension and/or permanency from this process.

Contact Officer: Janette Fisher (02) 4442 1002 [janette.fisher@ed.act.edu.au](mailto:janette.fisher@ed.act.edu.au)

**School Performance and Improvement**

**North/Gungahlin Network**

**Ainslie School**

**School Administrative Assistant**

**School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 34880)**

Gazetted: 19 October 2017

Closing Date: 2 November 2017

Details: Ainslie School is seeking a highly motivated and passionate person to join us as part of a collaborative team in the front office to support the Principal and executive team. Provide general administrative support such as preparing standard correspondence, data entry, records management, student reporting, photocopying and secretariat support. Perform routine customer service tasks such as reception duties, attend to school visitors, parents/carers, staff and students, and respond to routine enquiries. Prepare documentation such as school circulars, newsletters and other communication or promotional materials for distribution and/or publication via hardcopy or electronic media. Undertake general finance duties such as collection and recording of payments, receipting and petty cash management. Participate in meetings and other forums which contribute to the operation of the immediate work area in the school.

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

- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Highly Desirable: First Aid Certificate or a willingness to undertake appropriate training. Desirable: Certificate III or equivalent e.g. Business Administration (Education), Government (School Support Services), School Support Services and/or Information and Cultural Services.

Contact Officer: Jo Maybury (02) 6142 3060 [jo.maybury@ed.act.edu.au](mailto:jo.maybury@ed.act.edu.au)

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

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

### **Climate Change and Sustainability**

#### **Sustainability Programs**

#### **Household Unit**

#### **Program Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37011)**

Gazetted: 19 October 2017

Closing Date: 2 November 2017

Details: Sustainability Programs is seeking to employ a Program Officer in their Household Team to manage and expand domestic sustainability advice delivered to households. The Actsmart Sustainable Home Advice (ASHA) program provides advice to ACT residents in broad range of sustainability measures. The successful applicant will be required to provide phone and email advice to clients on domestic energy/water conservation, and solar/battery installation. The successful applicant will be required to refine and deliver up to 20 workshops per year on subjects including understanding solar, efficient heating and cooling, and draught proofing techniques. The ongoing development and delivery of education materials such as factsheets and other methods of engaging the public is required. Some after hours and weekend work is required to delivery workshops and attend events. Eligibility/Other Requirements: Relevant qualifications and experience in the delivery of domestic energy conservation and solar advice is required.

Note: This is a temporary vacancy available until 31 December 2018 with the possibility of extension until 31 December 2020 pending the delivery of annual budgets.

Contact Officer: Andrew Bell (02) 6205 3697 [andrew.bell@act.gov.au](mailto:andrew.bell@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**

#### **Critical Care**

#### **Critical Care Executive**

#### **Director of Nursing**

#### **Registered Nurse Level 5.5 \$156,066, Canberra (PN: 15573)**

Gazetted: 26 October 2017

Closing Date: 2 November 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 division of Critical Care consists of five Units; the Intensive Care Unit, Emergency Department, Acute Clinical Services Unit, Canberra Region Retrieval Service and the Research and Service Development Team.

Overview of the work area and position: The Director of Nursing holds the responsibility for the nursing staff within the Emergency Department, Intensive Care Unit and Acute Clinical Services Unit. The Emergency Department has 5 resuscitation beds, 30 acute beds, 11 short stay beds, a fast track stream with a sub wait and 14 treatment spaces, there is also a dedicated paediatric area with 6 beds and 2 consult rooms. Well over 75,000 a seen each year and the ED provides care to adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The Acute Clinical Services Unit includes the Medical Emergency Team (MET), the Early Recognition of the Deteriorating Patient Program (ERDP) and the Acute Surgical Unit (ASU) which is a 16 bed short stay ward. The Director of Nursing reports to the Executive Director Critical Care.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have demonstrated experience working as a senior leader at an executive/management level. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Narelle Boyd (02) 6174 5801 narelle.boyd@act.gov.au

## **Corporate**

### **Business Support and Development**

#### **Business Support Services**

#### **Senior Accommodation Coordinator, Strategic Accommodation and Planning**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 26979)**

Gazetted: 26 October 2017

Closing Date: 2 November 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 Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate Division consists of the following Branches: Business Performance Information and Decision Support; Business Support Services; Finance; Health Infrastructure Services; Information, Communications and Technology and People and Culture. Overview of the work area and position: Branch Support and Development is a section of Business Support Services. Business Support Services (BSS) is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. BSS provides a wide range of essential non-clinical operational services including, Strategic Accommodation, security services, sterilising services, Procurement, food services, fleet services, Administrative records management, switch board, mail services and the delivery of volunteer programs. In addition, there a number of compliance related activities that are embedded within the Division. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. The Senior Accommodation Coordinator Officer is responsible to provide strong leadership and project management skills for Strategic accommodation and Planning and reporting for the section. The Strategic Accommodation Team manage and oversee the development of Accommodation Procedure and Policies Across ACT Health focusing on, the relocation of staff to better improve directorate efficiencies, the project management of minor works, and the procurement of Furniture, Fittings and Extra in conjunction with Work Place Health and Safety policies.

Eligibility/Other Requirements: Relevant qualifications or experience in project and/or asset management is highly desirable. Prior to commencement successful candidates will be required to comply with ACT Health Occupational Assessment, Screening and Vaccination policy and undergo a pre-employment Police check.

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

Contact Officer: Jeanne McLauchlan (02) 6207 9874 jeanne.mclauchlan@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Cardiology**

#### **Arrhythmia Nurse**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 38887)**

Gazetted: 26 October 2017

Closing Date: 2 November 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 Cardiac Electrophysiology (EP) Service at Canberra Hospital is delivered through consolidated delivery of services for patients with cardiac rhythm disorders by a team of highly specialised clinicians. The service will provide patients with timely and accurate diagnoses and therapies. Electrophysiologists will partner closely with other Cardiologists and the multidisciplinary team to achieve best outcomes for patients with simple to complex cases. Electrophysiology procedures are performed in patients with cardiac rhythm disturbances. These investigations are used to study the electrical function of the heart to determine its susceptibility to very fast or very slow rhythms which may need specific treatment. The main role of the registered nurse in this service is to provide support to patients with rhythm disorders. The registered nurse will require advanced clinical skills, have complex decision making skills and require clinical competencies to deliver advanced nursing practice for individuals. Experience in managing systems of clinical governance, leading quality improvement and participating in research; and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting new position within an innovative service that will require someone with the ability to be flexible and manage change within the service. This position will report to the Clinical Nurse Consultant, Cardiology Department, and work closely with the cardiology consultant staff involved in the Electrophysiology Service. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); a registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or a registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field; and a current driver's licence. Desirable: Holds or is working towards a post graduate qualification relevant to nursing/management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Margaret McManus (02) 6174 7216 [margaret.mcmanus@act.gov.au](mailto:margaret.mcmanus@act.gov.au)

**Canberra Hospital and Health Services**

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

**Adult Community Mental Health Services**

**Clinical Manager**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 26040)**

Gazetted: 26 October 2017

Closing Date: 2 November 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 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: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); more than 12 months nursing experience in a mental health services, and a strong understanding of adult community mental health services. Desirable: Approved tertiary qualifications or equivalent in nursing; 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 undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available until 29 April 2018.

Contact Officer: Danny Farrow (02) 6205 2787 danny.farrow@act.gov.au

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
RACC Nursing**

**Assistant Director of Nursing**

**Registered Nurse Level 4.3 \$130,586, Canberra (PN: 04806)**

Gazetted: 26 October 2017

Closing Date: 2 November 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. Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Public Hospital. The Assistant Director of Nursing (ADON) will

support the Director of Nursing (DON) to manage Geriatric and Rehabilitation inpatient nursing services to ensure an efficient and effective patient centred service is provided. This is a temporary position for 8 months until the opening of UCPH in mid 2018.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Desirable: Post graduate qualifications in health management and/or post graduate qualifications in Nursing. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a temporary position available for a period of 8 months until the opening of UCPH in mid 2018.

Contact Officer: Rhonda Maher (02) 6244 2205 rhonda.maher@act.gov.au

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

**Registered Nurse Level 2 - Haematology/Oncology Inpatient Wards**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 18644, several)**

Gazetted: 26 October 2017

Closing Date: 2 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An opportunity for a Registered Nurse Level 2 (RN2) who is competent in chemotherapy administration, education and holds a current ADAC certificate is available for a compassionate, dedicated person to join our busy inpatient wards 14B/4A. The applicant needs to be confident in team leading, professional development in both self and others plus have the ability to cope in a highly acute setting. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

Eligibility/Other Requirements: Mandatory: Must be chemotherapy trained and have experience in team leading within an inpatient setting; be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: These positions are required to participate in a rotating roster and cover all three shifts. Both full-time and part-time hours will be considered. An order of merit will be created to fill future vacancies at level (both temporary or permanent) that may occur in the next 12 months.

Contact Officer: Cathy Young (02) 6174 8608 cathy.young@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Cardiology**

**Cardiac Electrophysiology Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 38888)**

Gazetted: 26 October 2017

Closing Date: 2 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services.



In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of diagnostic and interventional cardiac procedures. Canberra Hospital has two laboratories equipped with a specialised team of Interventional Cardiologists, Registered Nurses and Cardiac Scientists to provide services which assist in the timely diagnosis and therapeutic intervention for patients with cardiac illness. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday with a 24/7 Primary Percutaneous Coronary Intervention (PPCI) service for patients with ST Elevation Myocardial Infarction (STEMI). Cardiac Electrophysiology (EP) clinical services form an important part of the interventional cardiology service at Canberra Hospital. Electrophysiology procedures are performed by specialised Cardiac Electrophysiologists in patients with cardiac rhythm disturbances. These investigations are used to study the electrical function of the heart to determine its susceptibility to abnormal rhythms which may require specific treatment in the form of cardiac ablation. Electrophysiologists partner closely with other Cardiologists to achieve favourable outcomes for patients. The Registered Nurse will require advanced clinical skills, experience in interventional cardiovascular nursing and the ability to apply skills in critical thinking to clinical practice. The successful applicant will have a key role in the Cardiac Electrophysiology service and will partner with the multidisciplinary team to provide patient centred care.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Minimum three years post registration experience and minimum one year experience in Cardiac Catheter Laboratory. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Alison Baldwin (02) 6244 3691 alison.baldwin@act.gov.au

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Acute Surgical Unit**

##### **Registered Nurse**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22910, several)**

Gazetted: 26 October 2017

Closing Date: 2 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Acute 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. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Desirable: A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or a registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: There are several full-time positions available. These positions are required to do shift work including nights and weekends. Part time applicants will be considered.

Contact Officer: Sarah Majeed (02) 6174 5734 sarah.majeed@act.gov.au

## **Canberra Hospital and Health Services**

### **Cancer, Ambulatory and Community Health Support**

## **Breast Screen ACT**

### **Radiography - Mammography Role**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23317)**

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. Under direction, as a Radiographer, you will perform routine mammographic screening with the possibility of being involved in specialising in assessment procedures as well. You will need to exercise independent judgement to perform routine mammograms in a digital environment. We would love to have you on board to join such a great team and dynamic workplace environment. *"With only three years post grad experience, BreastScreen ACT has provided me with great opportunity to further my career and education in Breast Imaging. I love working in a close, multidisciplinary team with up to date technology". Melissa - BreastScreen ACT Mammographer since 2012.*

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Applied Science (Medical Imaging). Australian Health Practitioner Regulation Agency (AHPRA) Registration. ACT Radiation Licence (or eligible for). Eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT). Desirable: Hold a current Certificate of Clinical Proficiency in Mammography (CCPM) (or the willingness to attain). Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Undergo occupational and vaccination pre-screening assessment by ACT Health's Occupational Medicine Unit (OMU). Comply with ACT Health credentialing requirements for allied health professionals.

Note: This position is permanent part-time at 22:03 hours per week with the possibility of increased hours. The full-time salary noted above will be paid pro rata.

Contact Officer: Lisa Robertson (02) 6205 1932 [lisa.robertson@act.gov.au](mailto:lisa.robertson@act.gov.au)

## **Canberra Hospital and Health Services**

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

#### **Rehabilitation and Specialty Mental Health**

#### **Psychologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 33953)**

Gazetted: 26 October 2017

Closing Date: 2 November 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged

in all aspects of service planning and delivery. MHJHADS works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for people. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' home. Mental Health, Justice Health and Alcohol and Drug Services include the following programs: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services; and Rehabilitation and Speciality Services. Overview of the work area and position: The Adult Mental Health Day Service (AMHDS) offers a range of therapeutic programs within a community environment to support recovery. The AMHDS offer a multidisciplinary approach to the bio-psychosocial assessment and treatment of people with moderate to severe mental illness in a supportive and recovery oriented environment. The primary goal of the service is to optimise symptom relief, build capacity for self-management as well as developing resilience and skills/resources for living in the community. The AMHDS complement existing services and enhance available options for intensive treatment, therapy and rehabilitation available through community mental health teams, inpatient units, and the adult mental health rehabilitation unit at The Canberra Hospital.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Desirable: Experience in facilitating a Dialectical Behaviour Therapy (DBT) group program. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Teall McQueen (02) 6205 2652 teall.mcqueen@act.gov.au

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

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

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

#### **Social Worker/ Occupational Therapist/ Psychologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27692, several (expected))**

Gazetted: 26 October 2017

Closing Date: 2 November 2017

Details: About Us: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide 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' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of

the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. The Health Professional Officer position will work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness. The role will also require the team member to undertake evening and weekend shift work, professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA) ; Eligibility for professional membership of Occupational Therapy Australia. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*. Highly desirable for all disciplines: Minimum of three years (ideally five years) post qualification. Must hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is an expected vacancy for two positions. The successful candidate will be required to be available for evening and weekend work on a regular basis and available to work within all program areas of CAMHS as service needs arise. Selection may be based on written application and referee reports only. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months. Contact Officer: Laura Dawel (02) 6250 2090 [laura.dawel@act.gov.au](mailto:laura.dawel@act.gov.au)

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Cardiology**

#### **Cardiac Scientist (Cardiac Physiologist)**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 12352)**

Gazetted: 26 October 2017

Closing Date: 9 November 2017

**Details:** About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The 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. Cardiac diagnostic services form an important part of the cardiology service to patients at Canberra Hospital. The

Cardiology Department provides a suite of cardiac diagnostic testing, including, CRMD implantation and testing, cardiac electrophysiology, cardiac catheterisation laboratory procedures and non-invasive electrocardiography based testing.

Eligibility/Other Requirements: Mandatory: Bachelor of Science, Applied Science or equivalent. International Board of Heart Rhythm Examiners (IBHRE) accredited or equivalent. 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. Current driver's licence. Desirable: Currently, or willingness to be, a member of Professionals in Cardiac Sciences Australia (PiCSA) and/or affiliate member of Cardiac Society of Australia and New Zealand (CSANZ). Obtain CCDS in first 12 months. 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.

Contact Officer: Luke Cartwright (02) 6244 2692 luke.cartwright@act.gov.au

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

**Radiography - Mammography Roles**

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

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. Under direction, as a Radiographer, you will perform routine mammographic screening with the possibility of being involved in specialising in assessment procedures as well. You will need to exercise independent judgement to perform routine mammograms in a digital environment. We would love to have you on board to join such a great team and dynamic workplace environment.

*"With only three years post grad experience, BreastScreen ACT has provided me with great opportunity to further my career and education in Breast Imaging. I love working in a close, multidisciplinary team with up to date technology". Melissa - BreastScreen ACT Mammographer since 2012.*

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Applied Science (Medical Imaging). Australian Health Practitioner Regulation Agency (AHPRA) Registration. ACT Radiation Licence (or eligible for). Eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT). Desirable: Hold a current Certificate of Clinical Proficiency in Mammography – CCPM (or the willingness to attain). Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Undergo occupational and vaccination pre-screening assessment by ACT Health's Occupational Medicine Unit (OMU). Comply with ACT Health credentialing requirements for allied health professionals.

Note: There are several casual and temporary positions available. Working hours per week are flexible. The full-time salary noted above will be paid pro rata for part-time and casual positions.

Note: Be sure to note clearly in your application, which of the positions you are applying for. Please ensure it is clearly stated whether you are applying for the temporary full-time or part-time position or the casual positions.

Contact Officer: Lisa Robertson (02) 6205 1932 lisa.robertson@act.gov.au

**Corporate**

**Health Infrastructure Services**

**Health Infrastructure Service Recurrent**

**Customer Liaison and Workplace Improvement Coordinator**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 16299)**

Gazetted: 26 October 2017

Closing Date: 2 November 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. Health Infrastructure Services is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio for ACT Health. Overview of the work area and position: The Customer Service and Administrative Officer is responsible for coordinating customer service initiatives, supporting quality and workplace improvements and providing high level administrative support to the Facilities Director of Facilities Management (FM), the Business Operations Manager and the Maintenance Manager. Eligibility/Other Requirements: Recognised qualifications and/or high level experience in Business Administration 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 three months with the possibility of extension.

Contact Officer: John Kilday (02) 6174 8033 john.kilday@act.gov.au

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Nursing Administration**

**Patient Liaison and Admissions Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 07914, several)**

Gazetted: 26 October 2017

Closing Date: 2 November 2017

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PLAT is a specialist team within Ward Services and specifically are responsible for admission of all billable or potentially billable patients including:- Private, Defence, DVA, Compensable, Non Eligible. Maintaining the administrative record in ACTPAS including room changes (single/shared). Ensuring patients, NOK etc. are fully informed of admission process/fees changes throughout the admission. Escalation point for other ward clerks requiring fund checks or other info on billing (e.g. DSU). This is a specialised team that is responsible for the administrative admission of the billable patient. The PLO Team are also responsible for liaising with patients for election and eligibility as a private or compensable patient and to ensure all necessary paperwork is completed. Provide a high level of expertise and specialist knowledge of the Private Patient Admission process. Provide a very high standard of support and education to patients, families, admitting staff and medical staff regarding all private health insurance issues, specifically the more complex issues. As a team member you will work within ward services team under the direction of the operations manager (PLAT).

Eligibility/Other Requirements: Desirable: A sound appreciation of the provision of operational support services. Possess, or capacity to quickly acquire skills, qualifications and knowledge in the operational setting, preferably in Healthcare or operational setting. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: These positions may be a combination of full-time and/or part-time and may include rotational shift work including weekends and public holidays and the full-time salary noted above will be paid pro rata. Selection may be based on application and referee reports only.

Contact Officer: Rodney Chandler (02) 6244 2980 [rodney.chandler@act.gov.au](mailto:rodney.chandler@act.gov.au)

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

#### **Pathology**

#### **Pathology Administration**

#### **Pathology Accounts Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 16395)**

Gazetted: 26 October 2017

Closing Date: 2 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Overview of the work area and position: The Pathology Accounts Section provides financial and administrative support including processing accounts payable, resultant follow-up and liaison for inpatients and outpatients of the Canberra and Calvary Hospitals. The section also undertakes billing for the external clients of ACT Pathology. The Pathology Accounts Officer is responsible, under general direction, for the raising of invoices within the billing system, using appropriate documentation and procedures. The Officer will also be responsible for the follow-up of outstanding accounts, including liaison with appropriate third parties and interaction with patients, as required.

Eligibility/Other Requirements: Desirable: Knowledge and understanding of hospital billing procedures and the Medicare Benefits Schedule (MBS) would be an advantage; experience with databases relating to hospital and pathology operations for example Kestral, Power Billing and Revenue Collection (PBRC) and ACT Patient Administration System (ACTPAS) with particular reference to pathology requests will be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Brett Loiterton (02) 6244 2839 [brett.loiterton@act.gov.au](mailto:brett.loiterton@act.gov.au)

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

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

#### **Rehabilitation and Specialty Mental Health**

#### **Administrative Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 20982)**

Gazetted: 26 October 2017

Closing Date: 2 November 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: Rehabilitation and Specialty Mental 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: The Mental Health Service for People with Intellectual Disability (MHS-ID) team is a specialist, cross-agency, consultation liaison service providing comprehensive clinical assessment and psychiatric treatment to consumers with a known or suspected intellectual disability and a known or suspected mental illness/disorder. The team provides mental health expertise, training and education to community professionals and support persons assisting people with an intellectual disability and a known or suspected mental illness. This multidisciplinary service collaborates with treating practitioners, families, support persons and other relevant agencies. Reporting to the manager of the MHS-ID team, the position involves managing all administrative aspects for this small specialist team including coordinating psychiatric clinics, transcription report typing and distributing psychiatric correspondence. In addition, this role provides support to the manager and MHS-ID team members to assist in the strategic and operational processes required to undertake team accountabilities including providing a quality service to the consumers of the team.

Eligibility/Other Requirements: *Desirable*: A current driver's licence is preferred but not essential. High level keyboard skills (i.e. accuracy and speed) is essential. An ability to use Dictaphone equipment and type using transcription equipment is highly desirable. Experience with medical terminology is preferred but not essential. Experience in the co-ordination of clinics, preparation of clinical files, typing and distribution of correspondence is preferred but not essential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a part-time position at 27.33 hours per week and the full-time salary noted above will be paid pro rata. An order of merit will be established from this process and may be used to fill future identical permanent vacancies over a 12 month period.

Contact Officer: Shirley-Anne McIntyre (02) 6207 8210 shirley-anne.mcintyre@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Medical**

#### **New Graduate Clinical Neurophysiology Scientist**

**Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 38737)**

Gazetted: 26 October 2017

Closing Date: 2 November 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 Neurology Department sits within the Division of Medicine and is responsible for providing a Neurology Service to the ACT and surrounding region, including Clinical Neurophysiology Testing. Tests provided by this service are Electroencephalograms, Nerve Conduction Studies, Electromyography, Visual Evoked Potentials, Auditory Evoked Potentials and Somatosensory Evoked Potentials. Electroencephalography is provided across all ages, while the remaining tests are limited to 16 years and older. Under direct supervision, you will provide Clinical Neurophysiology testing appropriate to level and other activities to develop your skills in preparation to work independently. You will be expected to complete the ACT Health Work Based Transition to Practice Program during the New Graduate year.

Eligibility/Other Requirements: Mandatory: Bachelor Medical Science (Clinical Neurophysiology) or equivalent. 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 the Occupational medicine Unit relating to assessment, screening and vaccination processes



against specified infectious diseases. Comply with ACT Health credentialing requirements for allied health professionals.

Note: This is a temporary work based training position available for a period of 12 months. You will need to be available to work between the hours of 7am and 7pm.

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

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Rehabilitation Allied Health  
Allied Health Assistant**

**Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 27216)**

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Rehabilitation, Aged and Community Care (RACC) Division provides integrated services in the areas of rehabilitation, aged care and community care in a broad range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. Overview of the work area and position: The Community Rehabilitation Team is a multidisciplinary team offering high quality rehabilitation services in a community setting to clients with a neurological condition. The team includes Physiotherapists, Occupational Therapists, Social Workers, Speech Pathologists and Rehabilitation Coordinator, and has strong links with other professionals including Psychologists and Rehabilitation Nurse Practitioner. Under supervision, you will play a key role in providing day to day therapy to a range of clients, in both group and individual settings. Through your work you will also assist in meeting the caseload requirements of the broader Community Rehabilitation Team via supporting the team with resource management and administrative tasks. This position will be based with the Community Rehabilitation Team however may be part of rotation to other Rehabilitation or Aged Care settings in the future. This recruitment round may be used to fill additional permanent or temporary vacancies. Successful applicants will have support from an experienced team of clinicians and Allied Health Assistants and have direct clinical supervision from an appointed clinical supervisor.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance or recognised equivalent. Current driver's licence. 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 credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Nicole Usher 0403127056 [nicole.usher@act.gov.au](mailto:nicole.usher@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)**

**Executive Director, Legislation, Policy and Programs**

**Executive Level 2.4 \$256,039 - \$267,315 depending on current superannuation arrangements, Canberra (PN: E629)**

Gazetted: 20 October 2017

Closing Date: 3 November 2017

Detail: Applications are sought for the Executive Director, Legislation, Policy and Programs from 4 December 2017 to 3 December 2018 with the possibility of extension. A dynamic leader with excellent communication, organisational and collaboration skills is required. This role is responsible for providing the Government with high level legal policy, regulatory and human rights advice across the spectrum of government business and ACT laws; the development and management of the law reform agenda and associated legislative program of the Attorney General, Minister for Justice, Consumer Affairs and Road Safety and Minister for Police and Emergency Services.

Collaborating with other agencies to further the ACT Government's law reform agenda is a critical part of the role. The Executive Director is also responsible for managing the delivery of the ACT's restorative justice program and development and implementation of a range of road safety, crime prevention and justice programs. The successful applicant will also possess legal qualifications and a strong understanding of development and progress of legal policy.

Eligibility/Other Requirements: Legal qualifications and a strong understanding of development and progress of legal policy.

Remuneration: The position attracts a remuneration package ranging from \$256,039 to \$267,315 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$205,013.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to two years.

Contact Officer: Further information about this position is available from Richard Glenn richard.glenn@act.gov.au (02) 6205 3504

### **Public Trustee and Guardian**

#### **Wills, Estates and Trusts**

##### **Director - Wills, Estates and Trusts Unit**

**Legal 2 \$135,195 - \$140,752, Canberra (PN: 12990)**

Gazetted: 24 October 2017

Closing Date: 7 November 2017

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a skilled, motivated and well organised person to fill the role of Director, Wills, Estates and Trusts Unit. The Wills, Estates and Trusts Unit provides a traditional Trustee service comprising Deceased Estate administration; preparation of Wills and Enduring Powers of Attorney (EPA); Trust administration and administration of Confiscated Criminal Assets. The Director of the Wills, Estates and Trusts Unit is responsible for providing high level advice, statutory interpretation and recommendations on questions of practice to Public, Trustee and Guardian (PTG) staff and assisting PTG clients on complex matters. The Director will manage the unit, undertake research, and prepare reports, recommendations and associated policies and activities. The successful applicant will be required to supervise staff within the Wills, Estates and Trusts Unit and will take responsibility for the administration and legal aspects of more complex Estates and Trusts. The successful applicant will have exceptional communication and leadership skills with the ability to negotiate and interpret complex legislation.

Eligibility/Other Requirements: Admission as a practitioner of the High Court or the Supreme Court of an Australian State or Territory. Sound academic knowledge and practical ability/experience to apply trust law (taxation law and estate planning principles) is highly desirable. Significant experience in the application of contemporary management practices, comprehensive appreciation of the nature of the trustee industry and experience in the administration of estates and trusts would be an advantage. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

- [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). The successful applicant will be required to undergo a Police check.

Note: This is a temporary position available for 12 months with the possibility of extension. All applications, including application coversheet, written response to selection criteria, Curriculum Vitae and two referee reports must be submitted to Shared Services.

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

### **ACT Corrective Services**

#### **Offender Services and Corrections Programs**

##### **Throughcare**

##### **Manager, Throughcare**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 30868)**

Gazetted: 23 October 2017

Closing Date: 10 November 2017

Details: A career opportunity has arisen in ACT Corrective Services for an experienced, highly motivated and suitably qualified person to join the Offender Services and Corrections Programs Unit in the role of Throughcare

Manager Senior Officer Grade B (SOGB). This is a challenging and rewarding position that includes extensive stakeholder engagement and community involvement. The successful applicant will play a key organisational role while gaining experience with offender management and community integration for both the Alexander Maconochie Centre and Community Corrections client group. The successful applicant will manage new projects and ongoing initiatives, review Throughcare Initiative policies, procedures, contracts, agreements and services and provide high quality reports, submissions, high level briefs and correspondence on a number of complex issues, as required. Further to this, you will identify and respond to new and emerging strategic issues that impact on the operating environment and coordinate the development of strategic plans. To be successful, you will be expected to demonstrate strong management and leadership capability, the ability to think strategically in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build culturally appropriate rapport with a diverse range of individual clients and their families, and communities of relevance.

Eligibility/Other Requirements: Experience in liaison and negotiation with the public and private sector is essential; demonstrated experience and/or willingness to work with offenders and detainees is essential. Relevant tertiary qualifications and/or equivalent correctional experience are desirable. Eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process. The successful candidate may be required to undergo a criminal record check. A current driver's licence is required. 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)

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

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

## **ACT Corrective Services**

### **Corporate Services**

#### **Business Services Unit**

##### **Team Leader, Detainee Finance**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37005)**

Gazetted: 25 October 2017

Closing Date: 10 November 2017

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) for an experienced, highly motivated and career-oriented person to fill the position of Team Leader, Detainee Finance in the Business Services Unit (BSU). This position will be based at 2 Constitution Avenue, Canberra City, with requirement to attend the Alexander Maconochie Centre (AMC) on occasion. The Business Services Unit provides service from 8.00 am daily to ensure business efficiency in all aspects of operations. The primary function of the role is to ensure accurate, timely and analytical insight into detainee finance and the Alexander Maconochie Centre Trust Account and to lead the team of (currently) two. Working in a highly transactional environment there is a requirement to meet deadlines and undertake a range of operational and customer service activities, including telephone services and visits to AMC, deal with enquiries from detainees and their families. The successful applicant will be expected to demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting are highly desirable. Due to the operational requirements of this position, the occupant will be required to commence work at 8:00am. The successful candidate will be required to undergo a criminal record check. 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/1801](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1801)

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

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

Contact Officer: Shanez De Silva (02) 6205 5341 shanez.desilva@act.gov.au

**ACT Government Solicitor**

**Executive**

**Executive Assistant**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 26862 (several))**

Gazetted: 19 October 2017

Closing Date: 2 November 2017

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. The ACTGS is a client-focused organisation, taking a collaborative, professional and pragmatic approach to providing legal services. ACTGS is seeking to recruit experienced Executive Assistants to provide high level administrative support to the Deputy Chief Solicitors and Section Managers of the Government Law and Litigation sections and the Property and Commercial section. The successful applicants will take responsibility for diary management; the preparation of draft correspondence and reports together with contracts and court documents; be responsible for the monitoring and management of the sections performance agreements and appraisal documents; have a high regard for confidentiality, be well organised and possess good communication skills as well as have the ability to exercise good judgement in a variety of situations; demonstrated experience and ability to guide, direct, motivate, develop others and to lead with a positive and client focused approach is a requirement. Applicants will also have experience in the management of senior executive offices and an appreciation of legal terminology, legal research methods and procedures, operations of Government and knowledge of Open Practice and TRIM.

Note: There are several permanent full-time, part-time and temporary vacancies available. Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Maria Batzogiannis (02) 6205 3734 maria.batzogiannis@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)**

**Director, Safety and Wellbeing**

**Executive Level 1.2 \$211,059 - \$220,120 depending on current superannuation arrangements, Canberra (PN: E1041)**

**Gazetted: 26 October 2017**

**Closing Date: 7 November 2017**

Transport Canberra City Services (TCCS) has an exciting opportunity for a highly experience safety professional to lead the implementation of safety management system and drive improvements to our safety culture. Safety is a strategic objective for TCCS that requires a skilled leader that can operate in a matrix structure that has qualified safety professionals embedded across the organisation. The successful applicant will ideally have a history of strong leadership and demonstrated success in improving safety outcomes in a complex and high risk business. Eligibility/Other Requirements: Tertiary qualifications and technical expertise in safety/occupational health and safety or related discipline, or equivalent experience.

The following will be highly regarded: Experience in safety with respect to construction contract management and/or transportation assets and infrastructure. Knowledge of the ACT legislative safety environment.

Remuneration: The position attracts a remuneration package ranging from \$211,059 to \$220,120 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,759.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from Cherie Hughes

[cherie.hughes@act.gov.au](mailto:cherie.hughes@act.gov.au), (02) 6205 8316

**Finance, Legal and Sustainability**

**Chief Financial Officer**

**Finance**

**Senior Manager Financial Planning and Analysis - City Services**

**Senior Officer Grade A \$137,415, Canberra (PN: 39371)**

Gazetted: 23 October 2017

Closing Date: 20 November 2017

Details: The Finance team is led by the Chief Finance Officer (CFO) and is a branch within the Finance, Legal and Sustainability group. This position is a senior manager role leading a team of Management Accountants and providing high level specialist advice to the CFO, the Executive Team and line areas on a diverse range of financial issues. The Management Accountant team provide the business units within Transport Canberra and City Services (TCCS) with quality analysis, forecasting, reporting and advice on a range of financial issues, financial performance and budget preparation. This is a new position with a strong focus on business improvement.

Eligibility requirements: Relevant tertiary qualifications in a 'Business' related discipline and CIMA, CPA or ICA membership.

Contact Officer: Craig Jordan (02) 6207 4279 [craig.jordan@act.gov.au](mailto:craig.jordan@act.gov.au)

**City Services**

**ACT NOWaste**

**Waste Regulation**

**Waste Regulation Support and Administration Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39235)**

Gazetted: 20 October 2017

Closing Date: 10 November 2017

Details: The Waste Regulation Team has responsibility for administering the Waste Management and Resource Recovery Act 2016 (the Act) – new legislation which commenced 1 July 2017 with the aim of increasing recycling and recovery, reducing landfilling, and driving innovation and investment in the waste industry. It is an extremely busy and exciting time for the team with a focus on licencing waste facilities and registering transporters of waste, while at the same time developing the regulatory framework to support our statutory processes. The Waste Regulation Support and Administration Officer will work broadly across all aspects of the work of the team as required; including assessing applications, researching and analysing, preparing briefing material, internal and external stakeholder management, assisting in compliance and enforcement processes, and undertaking a variety of administrative tasks. The Officer is required to undertake fieldwork, including participating in inspections of waste facilities. To be competitive, you must be capable of working on a variety of tasks simultaneously, and be flexible and adaptable to respond to changing priorities.

Note: This is a temporary position available until 30 June 2021 with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Selection may be based on application and referee reports only.

How to apply: Applicants should prepare a two-page response against the selection criteria.

Contact Officer: Alex Taylor (02) 6207 3468 [alex.taylor@act.gov.au](mailto:alex.taylor@act.gov.au)

**City Services**

**Roads ACT**

**Road Maintenance**

**Work Coordinator - Signs**

**General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 03136)**

Gazetted: 24 October 2017

Closing Date: 7 November 2017

Details: Roads ACT is seeking a suitable candidate who, under general direction from the Works Supervisor, will carry out planning and coordination of the asset maintenance programme to ensure timeliness of service delivery and optimal efficiency and resource allocation. 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 and Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.  
Eligibility/Other Requirements: Mandatory requirements: Current drivers licence is mandatory. Construction Induction (White card). Asbestos Awareness. Current Truck and Plant Operators Licence is desirable.  
Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.  
Contact Officer: Shane Holden (02) 6213 0754 shane.holden@act.gov.au

#### **City Services**

#### **Roads ACT**

#### **Road Maintenance**

#### **Road Worker**

#### **General Service Officer Level 5 \$52,198 - \$54,949, Canberra (PN: 01857)**

Gazetted: 24 October 2017

Closing Date: 7 November 2017

Details: Roads ACT is seeking a suitable candidates who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include street sweeper operations, asphalt operations, pavement marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment. The position may include a compulsory component of shift work (morning shift/evening shift). This will allow flexibility in the delivery of the street sweeping program. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and /or People with Disability, to apply.

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

Contact Officer: Shane Holden (02) 6213 0754 shane.holden@act.gov.au

#### **Transport Canberra**

#### **Transport Canberra Operations**

#### **ACTION Workshops**

#### **Heavy Vehicle Apprentice Mechanic**

#### **General Service Officers – Workshop \$26,879 - \$59,817, Canberra (PN: APPHV)**

Gazetted: 20 October 2017

Closing Date: 3 November 2017

Details: Transport Canberra is seeking Heavy Vehicle Apprentice Mechanics. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace.

How to Apply: Please submit a resume and a two page covering letter to support your application detailing why you would like to be an apprentice at Transport Canberra, why you have an interest in mechanics and what your hobbies and interests are outside of school/work. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Minimum Year 10 Certificate.

Note: Employment will involve a four year apprenticeship commencing in February 2018.

Contact Officer: Paul Mascord (02) 6205 8278 paul.mascord@act.gov.au

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

#### **Suburban Land Agency**

**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)**

#### **Suburban Land Agency**

**Sales, Marketing and Urban Projects**

**Sales, Marketing and Mingle**

**Media, Communications and Digital Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 55376)**

Gazetted: 25 October 2017

Closing Date: 10 November 2017

Details: The Suburban Land Agency is seeking a proactive and enthusiastic Media, Communications and Digital Manager to focus on media liaison, communications, digital and issues management services. The role requires preparing and implementing media strategies, collating and preparing information in response to media requests, liaising with stakeholders and collaborating on cross-government communication projects. It also involves developing digital and communications strategies to effectively communicate to the public regarding sales and marketing activities, land development updates, Mingle community development initiatives, public relations opportunities and key announcements. There are opportunities for innovation and creativity to maximise engagement and interaction, particularly in digital communications. The role works in a fast-paced environment so we are looking for a dynamic, dedicated, flexible team player who is passionate about media and communications. The role is supported with a digital specialist and graphic designer.

Eligibility/Other Requirements: Proven experience in communications, exceptional oral, written and interpersonal skills, and an interest in and understanding of local political issues. Tertiary qualifications in Public Relations, Communications, Digital Media or Journalism; or equivalent. Government senior level experience would be considered an advantage. Required for successful applicant: White Card; driver's 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: After hours and weekend work may be required.

How to Apply: Applications are sought from potential candidates and should include a statement outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Julia Forner (02) 6207 7096 [julia.forner@act.gov.au](mailto:julia.forner@act.gov.au)

**Urban Projects, Sales and Marketing**

**Sales and Marketing**

**Marketing Project Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39409)**

Gazetted: 19 October 2017

Closing Date: 26 October 2017

Details: The Suburban Land Agency is seeking an enthusiastic Marketing Project Officer to implement a range of marketing campaigns in the delivery of the ACT Government's Indicative Land Release Program. The role requires input into the preparation of marketing strategies and focuses on their implementation across a range of projects in the land sales market, including but not limited to: press, online, television, radio, newsletters, corporate publications, events, community development/consultation and public relations activities. There are opportunities for innovation and creativity and developing experience in strategic marketing. The role works in a fast-paced environment with a focus on delivery to deadlines. We are looking for a dynamic, dedicated, flexible team player who is passionate about marketing, achieving targets and general customer service.

Eligibility/Other Requirements: Qualifications in Marketing or a related discipline. Understanding of the land or property market, particularly in terms of sales and marketing. Demonstrated understanding of ACT Government legislation, with a particular focus on the property sector, driver's licence, White Card and 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)

Note: This position will be required to occasionally work after hours and on weekends and to wear a uniform. Selection may be based on application only. This position is available immediately. Applications are sought from potential candidates and should include a statement outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Melissa Anderson (02) 6205 7251 [melissaa.anderson@act.gov.au](mailto:melissaa.anderson@act.gov.au)





## **APPOINTMENTS**

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

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

Jessica Jimenez 835-99863, Section 68(1), 23 October 2017

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

Michelle Mattick 853-70835, Section 68(1), 19 October 2017

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

Katherine Musgrove 848-65342, Section 68(1), 17 October 2017

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

John Reis 768-72470, Section 68(1), 6 November 2017

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

Nicole Turnbull 848-64577, Section 68(1), 20 October 2017

### **Community Services**

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

Alison Oakleigh 847-03976, Section 68(1), 30 October 2017

### **Education**

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

Nicole, Lee Murray 853-70931, Section 68(1), 23 October 2017

### **Exhibition Park in Canberra**

### **Health**

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

Leanne Bates 827-22313, Section 68(1), 30 October 2017

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

Jacy Bryant 848-21374, Section 68(1), 2 November 2017

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

Christine Glanville 850-40967, Section 68(1), 30 November 2017

**Registered Nurse Level 4.3 \$130,586**

Melissa O'Brien 853-70448, Section 68(1), 23 October 2017

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

Delia O'Shea 853-59281, Section 68(1), 23 October 2017

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

Joanna Ruiseco 820-91208, Section 68(1), 26 October 2017

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

Adrienne Tawagi 846-98951, Section 68(1), 18 October 2017

**Justice and Community Safety**

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

Jenny Acton 848-80278, Section 68(1), 25 October 2017

**Legal 1 \$61,785 - \$124,436**

Belinda Barry 853-54659, Section 68(1), 20 October 2017

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

Cameron Beresford 848-79963, Section 68(1), 27 November 2017

**TRANSFERS**

**Community Services**

**Crystal Muller: 827-27405**

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

Justice and Community Safety

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

Community Services, Canberra (PN. 10993) (Gazetted 17 January 2017)

**Andrew Quilkey: 827-26584**

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

Community Services

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

Community Services, Canberra (PN. 20798) (Gazetted 20 January 2017)

**Sarah Wagener: 835-93138**

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

Community Services

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

Community Services, Canberra (PN. 11515) (Gazetted 30 June 2017)

**Health**

**Bridget Dillon: -**

From: Health Professional Level 4 \$108,140

Health

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

Health, Canberra (PN. 12873) (Gazetted 21 September 2017)

**Suni Pandey Karki: 836-12554**

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

Health

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

Health, Canberra (PN. 15001) (Gazetted 20 July 2017)

**Justice and Community Safety**

**Madelon Rosenberg: 835-63326**

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

Justice and Community Safety  
To: Legal 1 \$61,785 - \$124,436  
Justice and Community Safety, Canberra (PN. 43674) (Gazetted 19 July 2017)

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

**Jason Rose: 776-57772**  
From: Senior Officer Grade B \$118,319 - \$133,197  
Chief Minister, Treasury and Economic Development  
To: Senior Officer Grade B \$118,319 - \$133,197  
Transport Canberra and City Services, Canberra (PN. 21743) (Gazetted 12 May 2017)

## **PROMOTIONS**

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

**Economic Development**  
**ACT Property Group**  
**Maintenance and Project Team**  
**Andrew Feehan: 775-24056**  
From: Infrastructure Officer 1 \$66,251 - \$78,280  
Chief Minister, Treasury and Economic Development  
To: Infrastructure Officer 2 \$79,919 - \$91,947  
Chief Minister, Treasury and Economic Development, Canberra (PN. 17620) (Gazetted 10 January 2017)

**Access Canberra**  
**Projects, Governance and Support**  
**Policy, Research and Implementation**  
**Alexander Ingham: 821-05219**  
From: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$100,462 - \$108,140  
Chief Minister, Treasury and Economic Development, Canberra (PN. 36060) (Gazetted 26 October 2017)

**Shared Services ICT**  
**ICT Security**  
**Protective Security team**  
**Jade O'Halloran: 835-87061**  
From: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14668) (Gazetted 7 September 2017)

### **Community Services**

**Housing and Community Services**  
**Housing ACT**  
**Gateway Services**  
**Kathy Torcasio: 835-79109**  
From: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Community Services  
To: †Administrative Services Officer Class 6 \$79,824 - \$91,356

Community Services, Canberra (PN. 42249) (Gazetted 26 October 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.

### **Education**

#### **Director General**

##### **Office of the Director General**

**Rebecca Hughes: 785-50539**

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

Education

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

Education, Canberra (PN. 37377) (Gazetted 23 June 2017)

### **Health**

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

**Samantha Burnett-Prothero: 836-56549**

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

Health

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

Health, Canberra (PN. 04674) (Gazetted 9 February 2017)

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

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

**Child and Adolescent Mental Health**

**Jodie Coghlan: 786-53001**

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

Health

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

Health, Canberra (PN. 22357) (Gazetted 21 September 2017)

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

**Erin Fitzgerald: 846-89721**

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. 33063) (Gazetted 24 August 2017)

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

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

**Adult Community Mental Health Services**

**Paulina Hellec: 844-33777**

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. 20881) (Gazetted 7 September 2017)

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

**Medicine**

**Resources**

**Joelle Ross-Horgan: 816-81855**

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

Health

To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 22515) (Gazetted 14 September 2017)

**Justice and Community Safety**

**Public Trustee and Guardian**

**GUARDIANSHIP UNIT**

**Christina Thompson: 788-15031**

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

Justice and Community Safety

To: †Senior Officer Grade A \$137,415

Justice and Community Safety, Canberra (PN. 38578) (Gazetted 26 October 2017)

**Transport Canberra and City Services**

**Transport Canberra**

**Light Rail**

**TCLR Communications**

**Dylan Jones: 796-5990**

From: Public Affairs Officer 2 \$83,051 - \$94,065

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 38601) (Gazetted 5 September 2017)