



ACT Government Gazette

Gazetted Notices for the week beginning 15 February 2018

VACANCIES

Canberra Institute of Technology

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

Student and Academic Services

Education Services

Learning Resource Development Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38832)

Gazetted: 21 February 2018

Closing Date: 1 March 2018

Details: Canberra Institute of Technology (CIT) is seeking a suitably experienced Learning Resource Development Manager to oversee a new Learning Resource Build Team. In this position you will manage the team and all workloads, ensuring quality production and output of learning resource content is in line with best practice and CIT Standards. You will project manage all course builds and perform quality assurance of courses and learning resources before implementation. This will require engagement and liaison with a range of internal and external stakeholders. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility and other requirements: Desirable: Previous experience working in the Vocational Education and Training sector and an understanding of adult learning principles. Confidence in using a wide range of technologies including Microsoft Office and Virtual Learning Environments. Qualifications or experience in project management, graphic design, or instructional design would be well regarded.

Note: This is a temporary position available until 31 December 2019 with the possibility of extension up to but not exceeding five years in total.

Contact Officer: Marina Martiniello (02) 6207 4323 marina.martiniello@cit.edu.au

Health Community and Science

CIT Health, Community and Science Management

Project Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 19799)

Gazetted: 20 February 2018

Closing Date: 6 March 2018

Details: Canberra Institute of Technology (CIT) Health, Community and Science are seeking an experienced Project Officer to fulfil a role within the College Management Team. The successful candidate will provide high level support for the College across business, procedures, guidelines and procurement activities. This will include the preparation of correspondence, papers, human resource documents and the liaison with CIT Marketing for College events. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability. 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.'

Eligibility requirements: A high level of computer skills using systems such as: Client Record Management System (CRM), Student Management System (Banner), HP TRIM Records Management System, eLearn, Microsoft office suite and the Accounts Payable Invoice Automation Solution (APIAS) system is highly desirable

Note: This position is for temporary filling for a period of one year with the possibility of extension up to but not exceeding five years in total.

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

Chief Minister, Treasury and Economic Development

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

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

Partnership Services Group

Shared Services

Service Desk

HR and Finance Service Desk Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 07153)

Gazetted: 21 February 2018

Closing Date: 28 February 2018

Details: Shared Services is currently seeking expressions of interest from suitably experienced applicants for the role of Human Resource and Finance Service Desk Team Leader within the Shared Services Service Centre.

Applicants for the role should have a proven track record of providing customer focused frontline services. The position requires demonstrated skills and experience in the following areas: Demonstrated ability to lead and coach a team in a customer focused and pressured environment, ensuring the development needs of the team are identified and met. Demonstrated ability to achieve key performance indicators whilst providing high quality and proactive services to customers. Proven ability to resolve complex issues and interpret and apply relevant policy, legislation and industrial agreements. Demonstrated ability to think strategically and facilitate the continuous development and implementation of service improvements offered by Shared Services. Proven well-developed written, verbal communication and negotiation skills and the ability to influence a variety of stakeholders.

Eligibility/Other Requirements: This role requires an ACT Government baseline clearance or be eligible to obtain one.

Note: This is a temporary position available for up to six weeks with the possibility of extension and/or permanency. Interested candidates should submit an application of no more than three pages against the selection criterion (attached), details of two referees and a current Curriculum Vitae.

Contact Officer: John O'Neill (02) 6207 9698 john.oneill@act.gov.au

Access Canberra

Licensing and Registrations

Construction and Worksafe Licensing

Assistant Manager, Construction and Worksafe Licensing Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18924)

Gazetted: 22 February 2018

Closing Date: 8 March 2018

Details: Most people know a tradie or have engaged a tradie's services right? Do you want to learn more about their industries and how they operate? Do you want to be part of making sure Canberrans have safe buildings to live, work, visit and play in? Have you heard about how Access Canberra is making things easier for business and community and thought that sounds like something you want to be part of? Access Canberra is looking for a highly motivated individual to fill the role of Assistant Team Leader within the Construction and Workplace Licensing Team. The individual will be responsible for assisting the Manager in leading and developing the team, monitoring work-flow and tackling some of the trickier enquiries. The Construction and Workplace licensing team consists of delegates of statutory officers; Construction Occupations Registrar, the Regulator of Work Health and Safety and Registrar of the ACT Architects Board. These delegates are responsible for administering licensing and registration laws in relation to construction licences, union entry permits, plant registrations, general construction induction cards, asbestos licences and architects registration. This position is within a team where the successful individual will have the opportunity: to partake in interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community. To work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise. To enjoy a flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment. Your suitability for the position will be assessed in three key areas: Skills – the skills you have, based on your qualifications and previous experience, to fulfil the duties/responsibilities of the role. Knowledge – the knowledge you have, based on your qualification and experience, that will enable you to perform the duties/responsibilities of the role to a high standard. Behaviour – how well you will fit into the team, Division,

Access Canberra and ACT Government based on the ACT Government Signature Values and Behaviours and the Access Canberra Culture described in the Division Overview.

Note: This is a temporary position available for a period of 12 months. To apply please, in no more than two pages, answer the following two questions: 1. Detail your greatest achievements in the last five years and how they relate to this position and its duties. 2. Detail your demonstrated ability, ingenuity, experience and qualifications making you the best person for this role. Please attach a current resume and contact details of two referees.

Contact Officer: Rachel Zsuzsa (02) 6205 1342 rachel.zsuzsa@act.gov.au

Enterprise Canberra

VisitCanberra

CRVC

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11959)

Gazetted: 20 February 2018

Closing Date: 27 February 2018

Details: Work from the office with the best view in Canberra, meet new people every day and be an integral part of the team helping to promote the ever growing visitor economy in the Canberra Region. VisitCanberra provides visitor services through the Canberra and Region Visitors Centre (CRVC) which is co-located with National Capital Exhibition at Regatta Point. We have an exceptional opportunity until 10 May 2018 and invite expressions of interest to fill the role of Assistant Manager at Canberra and Region Visitors Centre. We are looking for an outgoing and dynamic communicator to supervise a team responsible for delivery of high quality, consistent and relevant visitor information services at the CRVC. You will be able to prioritise and multitask whilst maintaining a customer-centric approach to enrich the lives of every visitor in everything we do. Our team is core to our success and the assistant manager is responsible for managing the workflow and activities of the CRVC staff and volunteers including the preparation of rosters in line with operational policies, procedures and budget, as well as staff training programs. Your commercial focus will help expand our range of authentic local merchandise, manage stock control and drive sales targets, activate the CRVC with existing and new events, develop industry partnerships and achieve advertising revenue goals. In 2017 the ACT achieved record breaking domestic and international visitation, join the team helping to drive this growth.

Note: This position is temporary available until 11 May 2018.

How to Apply: Expressions of Interest should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Robert Smethills (02) 6205 0026 robert.smethills@act.gov.au

Finance and Budget Division

Social Policy and Development and Infrastructure Policy Branches

Analyst

Administrative Services Officer Class 5/6 \$74,081 - \$91,356, Canberra (PN: 55793, several)

Gazetted: 21 February 2018

Closing Date: 7 March 2018

Details: Do you want to be in a unique position to influence government's decision making on key policy issues? Do you enjoy problem solving, critical thinking, and logic? Do you have an affinity for both words and numbers? Are you able to think on your feet and work in a fast-paced team environment? The Finance and Budget Division (FABD) in ACT Treasury is seeking applicants who have strong numerical, negotiation and communication skills and are able to build and maintain strong relationships both internally and across government. Ideal applicants will demonstrate common sense, curiosity, and take pride in providing full and accurate advice to inform decision making. The ACT is unique in Australia as a city state that is responsible for state, municipal and local functions. These characteristics mean that FABD has exposure to a diverse range of activities, and can see the direct impact of its work on the community. If you fit this description and are interested in being at the centre of the ACT government's decision making processes, please apply or call to discuss. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. This position is at the ASO 5/6 level depending on relevant skills and experience.

Contact Officer: Elizabeth Hall (02) 6207 0218 elizabeth.hall@act.gov.au

Shared Services

Commercial Services

Records Services

HR Records Supervisor

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 08274)

Gazetted: 20 February 2018

Closing Date: 6 March 2018

Details: Record Services is seeking an enthusiastic and dedicated person to fill the role of HR Records Supervisor. The successful applicant will have a sound understanding of and experience in a range of records management functions and systems including a working knowledge of the regulatory and best practice requirements for recordkeeping. The successful applicant will be managing various demands to meet agreed standards and timelines, given possible conflicting priorities and deadlines as well as provide accurate and timely information and statistics for the purposes of analysis and reporting. The successful applicant will coordinate the day-to-day running of the HR Records Team including workflow and staff management. A demonstrated commitment to and leadership in high quality customer service will be highly regarded.

How to apply: Applicants are required to submit three items: (1) ACT Government Application Coversheet; (2) a supporting statement of no more than three (3) pages outlining experience and ability in relation to the duties and the selection criteria; and (4) a current resume.

Eligibility/Other requirements: This position requires the ability to work in a manual handling environment. This position may require a Baseline/Highly Protected Security clearance.

Contact Officer: Daniel Walshe (02) 6207 2016 daniel.walshe@act.gov.au

Shared Services

Commercial Services

Records Services

File Management Supervisor

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 22033)

Gazetted: 20 February 2018

Closing Date: 6 March 2018

Details: Record Services is seeking an enthusiastic and dedicated person to fill the role of File Management Supervisor. The successful applicant will have a sound understanding of and experience in a range of records management functions and systems including a working knowledge of the regulatory and best practice requirements for recordkeeping. The successful applicant will need to possess excellent liaison skills in order to effectively communicate with both internal and external parties. They will also be required to provide accurate and timely information and statistics for the purposes of billing, reporting and invoicing Record Services' customers. The successful applicant will coordinate the day-to-day running of the File Management Team including workflow and staff management in a cost recovery environment. Demonstrated commitment to and leadership in high quality customer service and sound people management skills will be highly regarded.

Eligibility/other requirements: This position requires the ability to work in a manual handling environment. This position may require a Baseline/Highly Protected security clearance.

How to apply: Applicants are required to submit three items: (1) ACT Government Application Coversheet; (2) a supporting statement of no more than three (3) pages outlining experience and ability in relation to the duties and the selection criteria; and (3) a current resume.

Contact Officer: Daniel Walshe (02) 6207 2016 daniel.walshe@act.gov.au

Shared Services

Partnership Services Group

Service Desk

Service Delivery Officer

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 14402)

Gazetted: 15 February 2018

Closing Date: 22 February 2018

Details: Shared Services Information and Communication Technology (ICT) is currently looking for a highly motivated individual with experience in providing first level technical support as well as experience in providing on-site support. You will be responsible for providing and coordinating support to a number of ACT Government Directorates. You will have a strong customer focus and a willingness to be part of a dynamic team is essential. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. Incumbents may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles as required. A current driver's licence or the ability to quickly acquire a driver's licence is highly desirable. Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous. A strong understanding of the ACT Governments ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded.

Contact Officer: David Hingston (02) 6205 1269 david.hingston@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.

Corporate

Corporate Management

Reporting and Information Management

Reporting and Privacy Contact Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 27981)

Gazetted: 19 February 2018

Closing Date: 5 March 2018

Details: Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister, Treasury and Economic Development Directorate. We are seeking to fill a Reporting and Privacy Contact Officer position which is responsible for the development of policies and procedures and the provision of advice consistent with the Information Privacy Act 2014. The position is also responsible for the management of key coordination and reporting such as the Directorate's Annual Report, Budget Statement documents and half yearly output reporting. We are looking for someone with demonstrated knowledge and experience in the interpretation and application of relevant legislation, and someone who has exceptional organisational, coordination and communications skills.

Contact Officer: ChrisJ Cole (02) 6207 5883 chrisj.cole@act.gov.au

Shared Services ICT

Business Application Management

Education ICT

Assistant manager

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17954)

Gazetted: 20 February 2018

Closing Date: 6 March 2018

Details: The Business Application Management Branch is seeking a highly motivated, suitably experienced person for the role of Assistant Manager within Shared Services Education ICT. The successful applicant will work in conjunction with technical, operational and service areas of Shared Services in coordinating the Software Contract and Licensing management, including negotiation with vendors and clients & assisting with and following up procurement processes for the Education Directorate and ACT public Schools. You will be required to manage a small team providing Software and Licensing support services to the Education Directorate relating to the use of information and communication technologies, including policy implementation, software, network access services, business requirements and advice on procedural matters. The successful applicant will provide advice on current and future directions in the use of information and communication technologies including understanding and disseminating the business needs of clients, promoting the use of contracted products and services and assisting

clients find suitable business solutions. An ability to work within a busy team environment and manage priorities and personal workload is essential. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

Contact Officer: Ellen Somerville (02) 6207 6678 ellen.somerville@act.gov.au

Workforce Capability and Governance

Public Sector Management

Workforce Strategy

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11756)

Gazetted: 20 February 2018

Closing Date: 6 March 2018

Details: The Public Sector Management Group is seeking an experienced Policy/Project Officer to contribute to projects that will provide strategic direction and leadership on issues including: investing in our staff, training and leadership development, improving workplace culture, workforce capability, performance development, recruitment, attraction and retention. The successful candidate will work across the Group and the ACTPS to oversee the implementation of projects to deliver a modern agile, responsive and innovative ACTPS. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Linda Kolic (02) 6207 8700 linda.kolic@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

Children, Youth and Families

Child and Youth Protection Services

Executive Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 02855)

Gazetted: 21 February 2018

Closing Date: 9 March 2018

Details: Children, Youth and Families are looking for a highly motivated and well organised Executive Assistant with strong interpersonal skills to join the Child and Youth Protection Services (CYPS) team. The successful applicant will provide executive support to the Senior Director and Directors including diary/calendar management, secretariat and administrative support, coordinate and oversee the workflow of the Senior Director and/or Directors office. They will be highly professional, possessing a commitment to delivering quality outputs within tight timeframes and the capacity to maintain confidentiality and discretion.

Eligibility/Other Requirements: Essential qualifications and experience: Proficiency with Microsoft Office products and database systems. Current driver's licence. Desirable qualifications and experience: Proven high level competencies in working to a senior executive. Prior to commencement a *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Julie Crane (02) 6205 0408 julie.crane@act.gov.au

Education

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

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

School Performance and Improvement

School Improvement

School Operations

Senior Officer, School Operations

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 00228)

Gazetted: 20 February 2018

Closing Date: 6 March 2018

Details: An opportunity exists for a highly motivated and suitably qualified Senior Officer to join the School Operations Team. The School Operations Team provides operational support to the Directors, School Improvement and 87 ACT public schools; including appeals, liaison and incident management. The successful candidate will possess excellent communication skills with the ability to interact with a wide range of people. Experience working in a complex, fast-paced environment with multiple stakeholders is desirable. This role includes the regular preparation of a range of material including incident reports, ministerials and correspondence. Contact Officer: Melanie Bezear (02) 6207 1416 melanie.bezear@act.gov.au

School Performance and Improvement

Tuggeranong

Calwell High School

Classroom teacher: Science/ HaSS

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 10574)

Gazetted: 19 February 2018

Closing Date: 6 March 2018

Details: Calwell High School is an innovative 7-10 high school in South Canberra. Applications are invited from suitably qualified teachers who have the capacity to design and deliver quality learning for students in the Science and HaSS learning areas. The school has a strong focus on student wellbeing which is delivered through a Positive Behaviour for Learning (PBL) framework.

Eligibility Requirements: Demonstrable understanding of the Australian Curriculum 7-10 is essential. Experience in curriculum design and delivery using differentiated learning and formative assessment approaches is highly desirable. An understanding and capacity to build positive, productive relationships with early adolescent learners to achieve successful learning outcomes is highly desirable.

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

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

Contact Officer: Bruce McCourt (02) 6205 6833 bruce.mccourt@ed.act.edu.au

Office for Schools

Belconnen Network

Fraser Primary School

Administrative Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 37378)

Gazetted: 20 February 2018

Closing Date: 6 March 2018

Details: Fraser Primary School is seeking a highly experienced, energetic, organised and motivated officer to undertake the duties of Administrative Assistant – Receipting Officer. Under the direction of the Business Manager the successful applicant will undertake a variety of tasks including: general administrative duties, collection and recording of payments, receipting and purchasing with a high level of administrative skill and attention to detail.

The successful applicant will have exceptional customer service and project skills including overseeing the student reporting process and be proficient in the use of a variety of computer applications, databases and spreadsheets with the ability to advise on and implement effective office practices.

Eligibility/ Other Requirements: The position requires a high understanding of financial and administration processes, computer systems and an understanding of the school environment. Prior to commencement of 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/. First aid qualifications or willingness to undertake appropriate training is desirable.

Note: Selection may be based on application and referee reports only. Applicants are strongly encouraged to contact the contact officer for further information regarding this position.

Contact Officer: Sharon Beaumaris (02) 6142 0521 sharon.beaumaris@ed.act.edu.au

Office for Schools

North/Gungahlin

Amaroo School

Building Services Officer 2

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 01516)

Gazetted: 20 February 2018

Closing Date: 1 March 2018

Details: Amaroo School is looking for a skilled Building Service Officer (BSO) to work in a large, fast paced pre-school to Year 10 school. The successful applicant will need to be able to work effectively as both a member of a BSO team and with minimal supervision, dependant on the task being undertaken.

Eligibility Requirements: The following attributes are desirable: excellent customer service, flexibility in the role, excellent time management and the ability to be pro-active. Prior to commencing in this role the following is required: a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

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

How to apply: Please ensure you submit two copies of your referee report with application and all relevant certificates/qualifications.

Contact Officer: Susan Aveyard (02) 6142 1254 susan.aveyard@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Gordon Primary School

Building Services Officer 2

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 37621)

Gazetted: 20 February 2018

Closing Date: 27 February 2018

Details: Gordon 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 trade/industry 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.

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. Mandatory Training in other WHS procedures will be required during employment: for example working at Heights, Sharps. Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

Contact Officer: Despina Kazias (02) 6205 5955 despina.kazias@ed.act.edu.au

South Weston

Mawson Primary School

Administrative Assistant

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 40108)

Gazetted: 21 February 2018

Closing Date: 7 March 2018

Details: The applicant will be working closely with the Senior Executive Team to provide administrative support including managing their schedules, taking meeting minutes, preparing correspondence and communicating and liaising with stakeholders including staff, parents and carers and students. The applicant will have high level interpersonal skills and be able to remain calm under pressure. The applicant should be able to prioritise and manage workflow.

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

Contact Officer: Elizabeth Courtois (02) 6205 8027 elizabeth.courtois@ed.act.edu.au

Office for Schools

Belconnen Network

Fraser Primary School

General Services Officer 6 (GSO6)

Building Service Officer \$43,487 - \$47,692, Canberra (PN: 01560)

Gazetted: 20 February 2018

Closing Date: 6 March 2018

Details: Fraser Primary School is seeking a highly motivated, energetic and interpersonal applicant to undertake the duties of Building Service Officer (BSO). In accordance with Directorate policies and under general/limited supervision, the successful applicant will demonstrate high levels of proficiency in the maintenance of the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards; perform or organise and oversee emergency repairs; ensuring compliance with risk management and safety, perform relevant administrative tasks and required record keeping. The successful applicant will work collaboratively with the Business Manager, administration and teaching staff to ensure the smooth and effective operation of our high performing school.

Eligibility/Other Requirements: Prior to commencing in this role the following is required: a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804, Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

Note: This position is part-time at 18.40 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Sharon Beaumaris (02) 6142 0521 sharon.beaumaris@ed.act.edu.au

System Policy and Reform

Office of the BSSS

Chair of the Board of Senior Secondary Studies

Government Solicitor 1 \$28,655pa, Canberra (PN: C06310)

Gazetted: 21 February 2018

Closing Date: 7 March 2018

Details: The Board of Senior Secondary Studies is an ACT Government Statutory Authority and operates under the *BSSS Act 1997*. Its main functions relate to the provision and quality assurance of senior secondary assessment, curriculum and certification in the ACT and international schools.

The Chair is required to preside over proposed changes to strategic direction and policy ensuring a balance between the need for the system evolution and risk mitigation.

Candidates should be able to demonstrate the following attributes: A visionary, astute and resilient leader with a passion for education High level intellectual and analytical skills Experienced in Education and/or Governance A commitment to a collaborative style A high degree of integrity Technologically literate Political sensitivity and astuteness Sophisticated understanding of the demands of public sector accountability A high level of personal drive and commitment.

The Board Chair reports directly to the Minister for Education and Early Childhood Development. The Board Chair also works closely with the Executive Director at the Office of the Board.

Remuneration: The successful applicant will be appointed until 31 December 2020 with a remuneration of \$28,655pa. Applicants should be aware that individual appointments are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about this position is available from John Stenhouse, Executive Director, Office of the Board of Senior Secondary Studies (02) 6205 7162 john.stenhouse@act.gov.au

School Performance and Improvement

Learning and Teaching

International Education Unit

Senior Manager - International Education Unit

Senior Officer Grade A \$137,415, Canberra (PN: 38906)

Gazetted: 20 February 2018

Closing Date: 6 March 2018

Details: The Learning and Teaching Branch is seeking an experienced and highly motivated person to lead the International Education Unit as Senior Manager. The successful candidate will possess high level communication skills with the ability to interact with a wide range of people. Experience working in a complex, fast-paced environment with multiple stakeholders is desirable. This role includes the regular preparation of a range of material including reports, ministerials and correspondence. This is a highly complex role which requires significant change management skill and experience.

Contact Officer: Jason Borton (02) 62059204 jason.borton@act.gov.au

School Operations

Tuggeranong Network

Gilmore Primary School

Executive Teacher

School Leader C \$115,778, Canberra (PN: 18444)

Gazetted: 21 February 2018

Closing Date: 8 March 2018

Details: Gilmore Primary School is a small, Primary to Year 6 learning community seeking an outstanding educational practitioner to provide mentoring and coaching for our staff team to enhance the school's environment and culture to ensure the wellbeing of students, staff and families and improve learning outcomes for all students. As a member of the school leadership team, this collaborative school leader will contribute to the development and achievement of whole school strategic priorities and the implementation and evaluation of the school plan. This is a part-time position.

Eligibility and other requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching

registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Certification at the Highly Accomplished Teacher career stage of the Australian Professional Standards for Teachers, in accordance with the Teacher Quality Institute ACT Certification Guide: *ACT Certification of Highly Accomplished and Lead Teachers*.

Note: This position is part-time at (22:40) hours per week and the full-time salary noted above will be pro-rata. 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. Contact Officer: Vicki Lucas (02) 6205 7844 vicki.lucas@ed.act.edu.au

**Office for Schools
North and Gungahlin
Amaroo School**

**Executive Teacher Early Childhood
School Leader C \$115,778, Canberra (PN: 24913)**

Gazetted: 21 February 2018

Closing Date: 1 March 2018

Details: Amaroo School is seeking an enthusiastic leader of our early childhood sector with particular skill and knowledge in leading the preschool and kindergarten teams. The successful applicant will be required to work as part of a large leadership team in the primary sector. Amaroo School is a professional learning community. These philosophies and approaches underpin the way in which we work and are desirable attributes in the successful applicant.

Eligibility/ Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). This person must have early childhood qualifications. A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available until 26 January 2019 with the possibility of extension.

Contact Officer: Emma Bartlett (02) 6142 1266 emma.bartlett@ed.act.edu.au

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

Environment, Planning and Sustainable Development

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

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

**Business Capability and Governance
Governance, Compliance and Legal
Business Integrity and Risk
Senior Manager, Business Integrity and Risk
Senior Officer Grade A \$137,415, Canberra (PN: 39849)**

Gazetted: 19 February 2018

Closing Date: 5 March 2018

Details: Applications are sought from talented candidates for the role of Senior Manager Business Integrity and Risk. This role presents an exciting opportunity to drive and embed a strong risk management culture in the Environment Planning and Sustainable Development portfolio. Working as part of the Governance, Compliance and Legal Branch this role will lead the Business Integrity and Risk Team as it engages across the portfolio with

business units on risk management and the internal audit program. The role will have key responsibilities within the Directorate's emergency response and coordination framework and in relation to business continuity planning. Eligibility/Other Requirements: Extensive experience in operationalising better practice risk, emergency response management, quality assurance and compliance frameworks and behaviours is essential.

Note: This is a temporary position available for two years with the possibility of permanency.

Contact Officer: Jacqui Bear (02) 6207 0697 jacqui.bear@act.gov.au

Environment

Conservation Research

Fire Ecology Project Officer

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 17705)

Gazetted: 20 February 2018

Closing Date: 6 March 2018

Details: An experienced ecologist is sought in the Conservation Research unit of the Environment, Planning and Sustainable Development Directorate. This position will provide on-going support and management of the fire research and monitoring programs, including supporting ecological assessment and monitoring of on-ground fire management activities and working with staff on the mitigation of possible environmental impacts. Work will include assisting in ecological surveys, analysis and preparation of data, and production of written material including reports, information papers and correspondence. Preference will be given to applicants with experience in and understanding of fire in the Australian landscape, research/monitoring implementation and design, terrestrial ecology, and stakeholder consultation. More information is available in the position description. Eligibility/ Requirements: Tertiary qualifications in a field of Environmental Management or Biological Science, preferably including studies in Ecology or Conservation of Terrestrial Ecosystems. Manual driver's licence. A willingness to participate in fire suppression and fire training (passing a fitness test is a mandatory requirement). Willingness to work in remote locations, out of hours and in adverse weather conditions and the ability to work independently in the field.

Note: This is a temporary position until 11 December 2018 with the possibility of extension. Selection may be based on application and referee reports only.

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

Planning Delivery

Planning Support

Gateway Team

DA Gateway Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 03104)

Gazetted: 20 February 2018

Closing Date: 27 February 2018

Details: The Development Application Gateway Team is the primary public interface for enquiries relating to the DA process in ACT. As a member of the team, you will use your excellent communication skills to provide advice to the community and industry on planning and development matters on a daily basis. You will interpret planning legislation, undertake assessments of development proposals and make recommendations to senior delegates. You will be a team player, with the ability to also work independently, and contribute significantly to a culture of constant improvement and innovation.

Eligibility Requirements: You will ideally have experience in a customer service environment and be familiar with ACT planning legislation.

Note: This is a temporary position available until the 28th June 2018 with the possibility of extension.

Contact Officer: Clinton Cashen (02) 6205 4498 clinton.cashen@act.gov.au

Business, Governance and Capability Division

People and Capability

People Services

HR Advisor

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 31389)

Gazetted: 20 February 2018

Closing Date: 27 February 2018

Details: An opportunity exists for a highly motivated and results driven individual to join Environment, Planning and Sustainable Development Directorate's (EPSDD's) People and Capability team. The People and Capability Branch supports the Directorate, the Suburban Land Agency and City Renewal Authority (the Portfolio) through a broad range of strategic human resource (HR) management functions that create, foster and grow a culture of high performance, excellence and integrity within the Portfolio. We are responsible for functions and services relating to: Culture and employee engagement HR policy and guidance, Learning and Development, Workplace health, safety and wellbeing, Diversity and Inclusion Workforce planning and recruitment, Performance support Workplace, Industrial and Employee Relations. The People Services section manages, in partnership with ACT Shared Services, the delivery of a range of HR programs focusing on highly responsive and consistent levels of service to both our internal and external customers. This role requires a team member who has excellent communication and organisational skills, highly developed interpersonal skills and an ability to manage competing priorities in a fast paced and multi-tasked environment.

Note: Selection may be based on application only. This process may be utilised to fill other similar permanent or temporary positions at level within the People and Capability Branch.

Contact Officer: Myfanwy Greenwood (02) 6205 8496 myfanwy.greenwood@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Older Persons Mental Health Community Team

Nurse Practitioner

Registered Nurse Level 4.2 \$122,486, Canberra (PN: 19393)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance 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 Mental Health Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Older Persons Mental Health Community Team (OPMHCT) provides contemporary mental health services for people over the age of 65 who present with moderate to severe mental health presentations and conditions of ageing. OPMHCT provides evidence-based assessment and interventions with a recovery focus. The Nurse Practitioner position will work collaboratively as part of a multidisciplinary assertive community outreach team to enhance access to comprehensive mental health assessment, treatment and clinical care to support older persons to be discharged from hospital and provides increased levels of support for older persons who are becoming unwell in the community with the aim of preventing unnecessary hospital admissions. This role will provide assessment, evidence based treatment and clinical management to people, within a recovery framework, facilitate group work and provide leadership and support to registered nurses, allied health professionals and allied health assistants. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The Nurse Practitioner will report operationally to the Team Manager and professionally to the Director of Nursing of the Division.

Eligibility/Other Requirements: Mandatory: Be registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertakings relating to unsatisfactory professional performance or unprofessional conduct; endorsed as a nurse practitioner with the Nursing and Midwifery Board of Australia (NMBA). Successful completion of an NMBA approved program of study leading to endorsement as a nurse practitioner or a program that is substantially equivalent to an NMBA approved program of study leading to endorsement as a nurse practitioner as determined by the NMBA. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health occupational screening requirements related to immunisation.

Note: This is a temporary position available for a period of four months. The successful applicant must be available to work within all program areas of Rehabilitation and Specialty Mental Health Services as service needs arise.

Contact Officer: David Jackson-Hope (02) 6207 8331 david.jacksonhope@act.gov.au

Canberra Hospital and Health Services

Medicine

Chronic Care Program

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 17953)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

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 Chronic Care Program provides clinical support, education and care coordination for patients living with chronic health conditions. This Clinical Nurse Consultant (CNC)/ Nurse Manager position is responsible for the operational management and leadership of a multidisciplinary team. The successful applicant will be able to manage efficiently; to lead quality improvement and participate in research; to represent Chronic Care throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within a vibrant, expanding service. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and hold a current driver's licence. Desirable: Clinical experience in chronic disease management, acute medical nursing, ambulatory care or general medicine and 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).

Notes: This is a temporary part-time position available for 12 months at 16:00 hours per week with the possibility of extension and the full-time salary noted above will be paid pro-rata.

Contact Officer: Elizabeth Forbes (02) 6174 5289 elizabeth.forbes@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Clinical Nurse Educator Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 37270)

Gazetted: 22 February 2018

Closing Date: 08 March 2018

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 Dhulwa Mental Health Unit (DMHU) is part of MHJHADS which is a contemporary evidence-based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic secure environment. This position reports to the DMHU Assistant Director of Nursing and will liaise with the Clinical Nurse Consultant to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working at the

DMHU. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence; holds or is working towards post-graduate nursing qualifications and/or has demonstrated advanced clinical knowledge, skills and experience in the area of practice. 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: Tash Lutz (02) 6207 9439 tash.lutz@act.gov.au

Division of Medicine

Canberra Hospital and Health Services

The Liver Service

Registered Nurse - The Liver Service

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22194)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital (TCH) campus and provides the following endoscopic services for both inpatients and outpatients: gastroscopy; colonoscopy; bronchoscopy; endoscopic ultrasound; ano-rectal manometry services. The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions. The Liver Clinic, within the Department of Gastroenterology and Hepatology, is responsible for the care of patients with acute or chronic Liver disease. Staff employed in the clinic work as part of a multidisciplinary Team to provide patient centred care to individuals and their families who are affected by Liver disease. The Registered Nurse role within the Liver Clinic reports to the Clinical Nurse Consultant of the liver service and is responsible for facilitating and supporting the delivery of best practice nursing care to patients of the Liver Clinic.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post graduate qualification (or progressing towards) in Hepatology or similar. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 32:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Anne Blunn (02) 6244 4106 anne.blunn@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Population Health Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29145)

Gazetted: 22 February 2018

Closing Date: 8 March 2018

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 Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will provide one on one teaching, clinical support, ongoing evaluation and feedback for Justice Health Services (JHS) Nurses across a diversity of clinical areas within ACT Health – JHS. You will be required to work at various JHS sites and provide a thorough orientation schedule, clinical and professional support, feedback and guidance to all JHS registered and enrolled nurses. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurse Level 1 and Enrolled Nurses. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff. The Registered Nurse Level 2 is seen by the organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence is essential. Highly Desirable: Previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment. Tertiary or postgraduate qualifications and experience in clinical nursing practice. 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.

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

Contact Officer: Tasha Lutz (02) 6207 9439 tash.lutz@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community and Older Persons Mental Health

Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 10313)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services 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: The nursing position is based in the City Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions. Nursing staff working within the service are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current passenger vehicles 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).

Contact Officer: Lisa Hawke (02) 6205 1338 lisa.hawke@act.gov.au

Canberra Hospital and Health Services

Pathology

Immunoassay

Immunology Senior Scientist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26301)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

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. 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: Immunology is a subsection of the Immunoassay Department of ACT Pathology and comprises the areas of Autoimmune Serology and Special Proteins. The staffing includes 2 Health Professionals Level 3 (HP3) and 4.0 FTE Health Professionals Level 2 (HP2). Services provided include screening and characterisation of autoantibodies; allergy testing including total IgE, allergen specific IgE and tryptase; serum protein analysis including quantitation of immunoglobulins and complements, paraprotein and cryoglobulin investigation; and CSF oligoclonal bands detection. A wide range of methodologies including indirect immunofluorescence, ELISA, Multiple Particle based flow cytometry, electrophoresis, immunofixation and isoelectric focussing are utilised. Instrumentation includes the Abbott Architect ci16200, Bio-rad Evolis, Phadia 250, Helena SPIFE 3000, Werfen BioFlash, EuroBlot Master, CARIS/FIDIS and Image Navigator System.

Under the direction of the Director of Immunology and the Chief Scientist of Immunoassay you will be responsible for the day-to-day supervision of the Immunology subsection, providing leadership in strategic planning and optimal operational management. The successful applicant will be required to rotate between the two subsections (Autoimmune Serology and Special Proteins).

Eligibility/Other Requirements: Tertiary qualifications (or equivalent) in Medical Laboratory Science, Diagnostic Pathology, Applied Science or similar is mandatory. Previous experience working in a Diagnostic Immunology and/or Special Proteins laboratory would be highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a full-time permanent position. The successful applicant will be required to work nominal hours Monday to Friday. There will also be a requirement to participate in the out of hour's roster and overtime as required.

Contact Officer: Candice Li (02) 6244 2846 candice.li@act.gov.au

**Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Justice Health Services
Forensic Mental Health Service Clinician**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23845 (several))

Gazetted: 22 February 2018

Closing Date: 8 March 2018

About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with five distinguishable yet integrated service components as follows: FMHS Community Outreach Service (FCOS); FMHS Court Assessment and Liaison (FCAL); FMHS at Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC) and Fixed Threat Assessment Team (FTAT). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, with minimal supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Psychology, Social Work or Occupational Therapy; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); applicants must have a minimum of 12 months paid work experience in senior clinical position in a related/relevant organisation/service 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*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are two temporary positions available. One is available for ten months and the other is available for 12 months. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

**Canberra Hospital and Health Service
Rehabilitation, Aged and Community Care
Client Support Services**

Senior Occupational Therapist - Wheelchair and Posture Seating Service

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20622)

Gazetted: 22 February 2018

Closing Date: 8 March 2018

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 Specialised Wheelchair and Posture Seating (SWAPS) Service is a sole clinician position based at the Village Creek Health Centre as a part of the Clinical Technology Services. SWAPS provides tertiary level assessment, advice, prescription and review of specialised wheelchairs and/or seating needs for

clients with complex needs in conjunction with a client's primary therapist. The service also has a role in providing education and support to other clinicians regarding wheelchair assessment and prescription. Clients are primarily community based however support for inpatient clients is also provided as required. The successful applicant will need to work closely with primary treating therapists, clients, carers, technicians of the Clinical Technology Workshop and suppliers. They will need to be involved in arranging the appropriate trial of wheelchair and seating products, and the fabrication, modification and customisation of wheelchairs and seating systems.

Eligibility/Other Requirements: Mandatory: Degree in Occupational Therapy, Physiotherapy. Or other relevant discipline; registration with Occupational Therapy Board of Australia and current driver's licence. Desirable: Experience in wheelchair and seating assessment and prescription and knowledge of pressure mapping. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals and comply with ACT Health occupational screening requirements related to immunisation.

Note: This is a temporary full-time position available for a period of 12 months. Applicants interested in working part-time or job sharing are invited to apply as part-time options may be considered. This position(s) may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Barbara Bolton (02) 6207 0414 barb.bolton@act.gov.au

Canberra Hospital and Health Services

Division Medicine

Neurology Department

Senior Clinical Neurophysiology Scientist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 12895)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

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 broad direction you will assist in providing a high level Clinical Neurophysiology Service to the ACT and surrounding region by performing Clinical Neurophysiology testing and assisting with other duties to meet the objectives of the Service. You will assist in providing an evidence based service by participating in research and other quality activities.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Clinical Neurophysiology; Certificate of practical competence or equivalent in relevant Clinical Neurophysiological testing; eligibility for Accredited membership of the Association of Clinical Neurophysiological Technologists of Australia); Certificate IV Workplace Trainer and Assessor or equivalent, or working towards attaining this qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This position requires staff to be able to work between the hours of 7am and 7pm.

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

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

RACC Executive

Clinical Personal Assistant, RACC

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 11483)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An exciting opportunity exists for an enthusiastic and professional individual to temporarily fill the position of Clinical Personal Assistant, Rehabilitation, Aged and Community Care. Under broad direction, The Clinical Personal Assistant (PA) position is responsible for providing support to the Directors of Nursing, Allied Health, Geriatrics and Rehabilitation and is based at the Canberra Hospital.

Eligibility/Other Requirements: Desirable: Certificate in Business Administration (Medical) or equivalent. Previous experience in a health administration and/or office management position. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available from March 2018 until June 2018. Selection may be based on written application and referee report only.

Contact Officer: Lydia Thomas (02) 6174 8356 lydia.m.thomas@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Inter Agency Coordinator - Mobile Dental Clinic

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 04311)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

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 Dental Health program provides services from the ACT Community Health Centres as well as from the Mobile Dental Clinic to eligible adults, children and youths. The Interagency Coordinator position is currently located in Civic and is part of the Dental Administration Team. Under limited direction, you will play a key role in the coordination of the Mobile Dental Clinic (MDC) services with tasks such as liaising with both internal and external stakeholders, overseeing processes and procedures in relation to its services and work with the Operational Managers of the DHP for rostering and reporting.

Eligibility/Other Requirements: Previous experience in a Dental field and knowledge of Dental Terminology and item numbers is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

The successful applicant may be selected from application and referee reports only. This position is located within the DHP Administration team in Civic.

Contact Officer: Karen Macdonald (02) 6205 1089 karen.macdonald@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Justice Health Services

Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 14942, several)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong

links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Mental Health, Justice Health, Alcohol and Drug Services delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services, Adult Acute Mental Health Services, Adult Community Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services (CAMHS), Justice Health Services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post Graduate Qualification in Forensic/Primary Health Nursing or working towards such. Nursing experience within a Justice Health/Forensic/Community setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Alex Miller (02) 6207 2841 alex.miller@act.gov.au

Canberra Hospital and Health Services

Medicine

Cardiology

Registered Nurse - Cardiac Catheter Laboratory

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 24434)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

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 staffed and equipped to provide a 24-hour service to assist in the diagnosis and early intervention of patients with acute cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal operational service is Monday to Friday with on-call coverage for STEMI activation outside of those hours. Services in Cardiac Electrophysiology will shortly commence in the Cardiac Catheter Laboratory. Registered Nurses have a key role in caring for patients admitted to the Cardiac Catheter Laboratory as members of the multidisciplinary team.

Interested candidates may arrange an informal visit to the Cardiac Catheter Laboratory via the Contact Officer.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. Minimum two years post registration experience with acute care and/or cardiac background is desirable. Prior to commencement successful candidates will be required to obtain a Compliance Certificate from the Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases and undergo a pre-employment Police check.

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

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Community and Older Persons Mental Health

Clinical Manager

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 29218 (expected vacancy))

Gazetted: 22 February 2018

Closing Date: 1 March 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty 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 allied health position is based in the Belconnen Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services. Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions. Eligibility/Other Requirements: Mandatory: Current passenger vehicles driver's licence. Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is an expected permanent position.

Contact Officer: Zoe Pope (02) 6207 6864 zoe.pope@act.gov.au

Canberra Hospital and Health Services

ACT Pathology

Clinical Chemistry

Medical Scientist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 21294)

Gazetted: 22 February 2018

Closing Date: 8 March 2018

About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: ACT Pathology is a division of the Canberra Hospital and Health Service (CHHS) 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 branch laboratory is located at the Calvary Hospital. The successful applicant will primarily be based in the core Clinical Chemistry section, however, may also be rotated through the Endocrinology, Point of Care Testing and Special Chemistry section as required. Under direction, the successful applicant will be required to perform instrument maintenance and troubleshooting, monitor Quality Control and provision of patient results for the Clinical Chemistry laboratories at Canberra and Calvary Hospitals.

Eligibility/Other Requirements: Mandatory: A Science Degree or equivalent relevant qualification and a minimum of one years' experience in a Diagnostic Laboratory. Desirable: A relevant post Graduate or professional

qualification would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: The successful applicant will be required to work 24/7 shifts including nights and weekends. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health

Perinatal Mental Health Clinician

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 33288)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS), Adult Community Mental Health Services (ACMHS), Adult Acute Mental Health Services (AAMHS), Alcohol and Drug Services (ADS), Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS), Perinatal Mental Health Consultation Service (PMHCS) provides mental health assessment, treatment and other services including support, advice and referrals for women from conception to 12 months after giving birth experiencing moderate to severe mental health issues. The role will require the team member to provide triage, assessment and clinical intervention to Perinatal women and their family, experiencing mental health issues. The role will also require the individual to undertake professional development and supervision, provide support to the Health Professional Level 1 (HP1), 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 and must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA), must hold a current driver's licence, 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 and eligibility for membership of the Australian Association of Social Workers. Desirable: Minimum of one year post qualification and experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*, comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 18.37 hours per week and the full-time salary noted above will be paid pro-rata. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise and be available for weekend and on call work when necessary. Selection may be based on written 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: Bridget Dillon (02) 6205 1469 bridget.dillon@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Rehabilitation Allied Health
Social Worker**

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 37369)

Gazetted: 22 February 2018

Closing Date: 8 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with patients, their carers and other services within and external to ACT Health. Overview of the work area and position: RACC Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. This includes health care and support for people with acute, post-acute and long-term illnesses. The Social Worker will have an understanding of issues related to rehabilitation and aged care and the impact on the person and their family/carer, including adjustment to changes such as illness, ageing and disability. They will promote client outcomes through the provision of high quality clinical services across a range of areas or units and working in a multidisciplinary team. RACC Social Work provide a range of social work services across both hospital and community based programs and the successful will have an opportunity to work across areas and participate in rotations.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Association of Social Workers (AASW), hold a current driver's licence. Desirable: Minimum one years' experience in a Social Worker role, post qualification and previous experience in community, rehabilitation, aged care or hospital based social work settings. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of five months with the possibility of extension and/or permanency. Selection may be based on written 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: Patrice Higgins (02) 6244 4159 patrice.higgins@act.gov.au

**Canberra Hospital and Health Services
Clinical Support Services
Nursing Administration
Nursing Midwifery Resource Office
Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 13264)**

Gazetted: 22 February 2018

Closing Date: 1 March 2018

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

The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services) and Pharmacy. Under broad direction, you will play a key role in providing administrative, secretarial and general office support to the Clinical Support Services Division, in particular, the Nursing and Midwifery Resource Office and the After Hours Team. The successful applicant will be proactive, flexible, adaptive, dynamic and customer focused within a changing working environment.

Eligibility/Other Requirements: Ability to use multiple electronic systems is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Christine Mead (02) 6244 2915 chris.mead@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Crisis Assessment and Treatment Team

Officer Manager – Crisis Assessment and Treatment Team (CATT)

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 23590)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Expressions of interest are sought from suitable applicants for the position of Office Manager for Adult Community Mental Health Services. This is a temporary, full time position.

An opportunity exists for a motivated person interested in the temporary position as the Office Manager for the Crisis Assessment and Treatment Team (CATT), Mental Health, Justice Health, Alcohol and Drug Service. The position provides a high level of administrative and general office support to the CATT Team. The successful candidate will have excellent customer service and communication skills and demonstrated ability to prioritise their workloads, provide secretariat support for team meetings, conduct Work Health and Safety (WH&S) audits, book meetings and provide general support to staff within their remit. An understanding of health financial processes and experience working in Mental Health administration is desirable but not essential.

Eligibility/Other Requirements: Mandatory: Current driver's licence required. Desirable: Ability to work in a fast paced environment, take and re-direct crisis calls and an ability to work with persons impacted by mental illness and an understanding of medical terminology would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of six months until September 2018 with the possibility of extension. Selection may be based on written application and referee reports only.

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

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult mental Health Unit/ Mental Health Short Stay Unit

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 14455)

Gazetted: 22 February 2018

Closing Date: 8 March 2018

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

were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services, Adult Acute Mental Health Services, Adult Community Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. There are positions within our Adult Mental Health Unit (AMHU) and the Mental Health Short stay Unit (MHSSU). AMHU is a 35 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a sub-acute 6 bed inpatient unit in the Emergency Department (ED) for people requiring extended mental health assessment and or treatment initiation. It is expected that in this position you will provide clinical support to assist in the clinical nursing care treatment and recovery of consumers. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), current passenger vehicles driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Contact Officer: Kelly Chase (02) 6174 5452 kelly.r.chase@act.gov.au

Canberra Hospital and Health Service
Cancer Ambulatory and Community Health Support
Gynaecology and Central Nervous System Cancer Specialist Nurse
Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 24911)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: 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. The Cancer Nurse Specialist role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of cancers of gynaecological or central nervous system origins across the cancer journey. The position vacancy is for an expected period of nine months.

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

Notes: This is a temporary position available for nine months.

Contact Officer: Sharon Bale (02) 6244 4269 sharon.l.bale@act.gov.au

Division of Critical Care

Critical Care

Intensive Care Unit

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 15603)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the Deteriorating Patient Program). Overview of the work area and position: The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of Australian and New Zealand Intensive Care Society (ANZICS). The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic care and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. This position provides high level support in coordinating and managing the patient flow in the Intensive Care Unit to facilitate timely access to critical care beds. Applicants should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision as well as maintain accountability for their own practice standards, education and the guidance and development of Intensive Care Unit nursing staff.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or progressing towards a tertiary qualification at Masters; has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

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

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Alcohol and Drug Services

Project Officer Drug and Alcohol Court

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39895)

Gazetted: 22 February 2018

Closing Date: 8 March 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Alcohol and Drug Services (ADS) as part of the division of Mental Health; Justice Health; Alcohol and Drug Services provides

information, advice, referral, intake, assessment and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups. The ADS has the opportunity to investigate with key stakeholders suitable agencies to support a Drug and Alcohol Court (DAC) for the ACT. Under broader direction, you will play a key role in investigation and consultation with key stakeholders to support a DAC. The successful applicant will have current experience in management of clients with substance use disorders (with a harm minimisation approach), project and/or policy development (including from development to implementation planning and delivery stages). The successful applicant will be able to work effectively across key stakeholders to deliver agreed established priorities.

Eligibility/Other Requirements: Mandatory: Current registration with appropriate professional organisation as required and a current driver's licence. Current experience with working the Alcohol and Other Drug sector with experience in project and/or policy management is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary full-time position available until 30 June 2018 with the possibility of extension.

Contact Officer: Jill Hughes (02) 6205 0947 jill.hughes@act.gov.au

Health Improvement

Grants

Grants Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 25550)

Gazetted: 22 February 2018

Closing Date: 1 March 2018

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: We are seeking a motivated person to help manage the ACT Health Promotion Grants Program, which provides over \$2m in annual funding to community organisations, so that they can deliver health promotion programs and projects. The Program has a particular focus on activities which improve outcomes around chronic disease. The successful applicant needs to have excellent stakeholder engagement skills, as well as knowledge of health promotion principles and practices. Previous experience in grants administration would be an advantage.

Eligibility/Other Requirements: Desirable: A tertiary qualification or equivalent experience in a field relevant to Health Promotion or Community Development. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for four months with the possibility of extension. Selection may be based on written 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: Tony Blattman (02) 6205 3345 tony.blattman@act.gov.au

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Services

Counselling and Treatment Service Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28407)

Gazetted: 22 February 2018

Closing Date: 8 March 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Overview of the work area and position: The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates six areas including the Opioid Treatment Services, Medical Services,

Consultation and Liaison Service, ten bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. Under broad direction, you will provide professional supervision and clinical leadership to staff supporting people with substance misuse disorder in the public health sector. This includes providing clinical expertise, contribute to policy development and support for professional development in consultation with senior clinicians/professionals.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Psychology and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) or degree in Social Work and eligibility for membership of the Australian Association of Social Workers. Desirable: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Jill Hughes (02) 6205 0947 Jill.Hughes@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

Corporate

Governance

Directorate Liaison Officer - Minister Police and Emergency Services

Senior Officer Grade A/B/C \$100,462 - \$137,415, Canberra (PN: 18580)

Gazetted: 20 February 2018

Closing Date: 27 February 2018

Details: An opportunity exists for a suitably experienced officer to work as part of the Ministerial Services Unit team, based in a Ministerial Office. The position is located in the ACT Legislative Assembly Building (London Circuit, City), This position will be filled at either the Senior Officer Grade C, Senior Officer Grade B or Senior Officer Grade A, dependant on the skills and experience of the successful applicant). The role of the Directorate Liaison Officer (DLO) is to: Proactively manage information flow between the Minister's office and Justice and Community Safety (JACS) to ensure JACS meets the Minister's needs. Critically examine Ministerial correspondence and briefings, including entry and management on Trim. Deal with enquiries made by members of the public in relation to the responsibilities of the Minister and liaise with JACS for the provision of associated responses. Liaise closely with the Director-General and Deputy Directors-General of JACS, the Minister's personal staff and the Ministerial Services Unit (MSU) to ensure a coordinated approach to Ministerial and Legislative Assembly business. Attend JACS meetings/functions with the Minister as required, which includes organising Minister/Directorate meetings and associated secretariat functions. Other duties as required by the Minister or his Office, and the Directorate.

Eligibility Requirements: The successful applicant should have a good knowledge of the functions of the Directorate and have, or be able to quickly acquire, a good knowledge of Cabinet and Assembly protocol and procedures. Demonstrated exceptional leadership and organisational abilities, attention to detail and commitment to working as part of a number of teams, are also important attributes for undertaking the role of DLO. Prior to commencement, the successful applicant would spend some time familiarising themselves with the work of MSU and other parts of the Directorate. This would be an exceptional opportunity for the right applicant.

Note: This is a temporary position available for you to 12 months. Please limit your response to a maximum of two pages.

Contact Officer: Danielle Krajina (02) 6207 4813 danielle.krajina@act.gov.au

Transport Canberra and City Services

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

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

City Services

City Presentation

Urban Treescapes

Technical Officer

Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 18125)

Gazetted: 19 February 2018

Closing Date: 5 March 2018

Details: Urban Treescapes within City Services has a permanent vacancy based at Wotso House. The primary tasks required to be undertaken with limited guidance include the provision of administrative support for the Urban Treescapes section, including the processing of invoices, responses to public enquiries, record management and data management. The role also includes ongoing liaison with contractors, service providers and the community, conducting field assessments and the collation of field data to enable the organisation and monitoring of seasonal programs.

Eligibility/Other Requirements: Current driver's licence and the preparedness to wear a uniform is essential.

Relevant technical certificate, diploma or other relevant tertiary qualification/extensive experience is mandatory.

Contact Officer: Rachael Dawes (02) 6207 7158 rachael.dawes@act.gov.au

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

City Presentation

City Services

Strategic Planning and Development

Strategic Planning Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36780)

Gazetted: 19 February 2018

Closing Date: 5 March 2018

Details: City Services, a division of the Transport Canberra and City Services Directorate is seeking to fill a Planning Project Officer position to provide high-level support to the Senior Manager Strategic Planning and Development. Working closely with the Senior Manager, the Planning Project Officer will be responsible for policy and program development, asset and data management and providing strategic management advice.

Contact Officer: Kae Harradine (02) 6205 3508 Kae.Harradine@act.gov.au

Transport Canberra

Transport Planning and Active Travel

Transport Planning

Senior Transport Planner

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 24805)

Gazetted: 20 February 2018

Closing Date: 6 March 2018

Details: The Transport Planning team is seeking a highly motivated Senior Transport Planner. The Transport Planning team develops and implements transport policy, integrates transport planning with land use planning, plans transport networks for all modes in an integrated manner, and oversees the Transport for Canberra strategy and program.

Eligibility/Other Requirements: Qualifications in Transport Planning, Urban Planning or Geography, Economics, Engineering in a related field will be favoured.

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

How to Apply: Candidates should include a supporting statement of no more than two pages addressing the selection criteria.

Contact Officer: Tim Wyatt (02) 6205 4200 tim.wyatt@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Karen Hinchcliffe 853-76372, Section 68(1), 19 February 2018

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

Rachel Poels 846-86299, Section 68(1), 21 February 2018

Building Trade \$66,564 - \$70,400

Ryan Watson 836-15018, Section 68(1), 21 February 2018

Education

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

Bagher Isfahani 849-06263, Section 68(1), 22 February 2018

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

Melissa Solomons 853-69877, Section 68(1), 21 February 2018

Environment, Planning and Sustainable Development

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

Tracy Nolene Mayo 853-55221, Section 68(1), 21 February 2018

Health

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

Nicholas Cassells 853-75724, Section 68(1), 19 February 2018

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

Simon Cavanagh 853-78044, Section 68(1), 14 February 2018

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

Jessica Clarke 845-22104, Section 68(1), 16 February 2018

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

Sophie Eun 845-02576, Section 68(1), 22 February 2018

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

Jacinta Filipe 848-84711, Section 68(1), 21 February 2018

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

Karyn Grossi 845-04571, Section 68(1), 18 February 2018

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

Carlie Hanna 848-84738, Section 68(1), 22 February 2018

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

Brooke Jeffree 848-84340, Section 68(1), 22 February 2018

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

Alexandra Kenney 845-02875, Section 68(1), 22 February 2018

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

Courtney McCabe 845-02912, Section 68(1), 22 February 2018

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

Cody Nash 845-04205, Section 68(1), 22 February 2018

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

Stephanie O'Connor 848-84420, Section 68(1), 22 February 2018

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

Harrison Pettit 845-02680, Section 68(1), 22 February 2018

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

Amy Shakespeare 845-03632, Section 68(1), 22 February 2018

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

Helen Stephenson 853-77084, Section 68(1), 19 February 2018

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

Amy Thorn 845-04408, Section 68(1), 28 February 2018

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

Rachel Trushell 848-84439, Section 68(1), 22 February 2018

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

Zachary Webster 853-59169, Section 68(1), 14 February 2018

Justice and Community Safety

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

Tegan Sinclair 848-83110, Section 68(1), 16 February 2018

Transport Canberra and City Services

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

Penelope Davies 853-77965, Section 68(1), 15 February 2018

TRANSFERS

Chief Minister, Treasury and Economic Development

Ellen Louise Marks: 846-97369

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 46012) (Gazetted 8 January 2018)

Health

Antonio Garrido: 847-26756

From: Health Professional Level 2 \$61,784

Health

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

Health, Canberra (PN. 17338) (Gazetted 30 November 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Revenue Management

Support

Business Systems Support

Andriana Angelos: 757-49868

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 12866) (Gazetted 16 January 2018)

Revenue Management

Support

Policy and Objection

David Ellis: 751-31320

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 42004) (Gazetted 12 January 2018)

Access Canberra

Projects, Governance and Support

Projects and ICT, Workforce Development

Krystal Eppelstun-Lee: 835-29750

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39272) (Gazetted 22 December 2017)

Infrastructure Finance and Capital Works

Health Infrastructure Branch/Commercial Infrastructure Branch

Nicola Foote: 853-42770

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37834) (Gazetted 26 February 2018)

Workforce Capability and Governance Division

Public Sector Management Group

Strategic HR

Linda Kolic: 793-20276

From: Senior Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade B \$118,319 - \$133,197
Chief Minister, Treasury and Economic Development, Canberra (PN. 27290) (Gazetted 18 December 2017)

Licensing and Registrations

Community, Business and Transport Regulation

Infringement Plan Office

Melissa Pearse: 836-1096

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 32048) (Gazetted 7 December 2017)

Infrastructure Finance and Capital Works

Health Infrastructure Branch/Commercial Infrastructure Branch

Irene Yong: 835-81831

From: Infrastructure Officer 3 \$100,694 - \$110,536
Chief Minister, Treasury and Economic Development
To: †Infrastructure Officer 4 \$119,340 - \$135,587
Chief Minister, Treasury and Economic Development, Canberra (PN. 39948) (Gazetted 26 October 2017)

Environment, Planning and Sustainable Development

Planning Delivery

Planning Support

Dominic Riches: 799-99733

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Environment, Planning and Sustainable Development
To: †Senior Officer Grade C \$100,462 - \$108,140
Environment, Planning and Sustainable Development, Canberra (PN. 15272) (Gazetted 18 September 2017)

Health

Canberra Hospital and Health Services

Thokozile Chihono: 827-59431

From: Enrolled Nurse Level 1 \$57,635 - \$61,578
Health
To: Registered Nurse Level 1 \$63,548 - \$84,888
Health, Canberra (PN. 17794)
This promotion is to a non-advertised vacancy and is made in accordance with the Nursing and Midwifery Enterprise agreement 2013-2017 Section 1 Clause 72.

Canberra Hospital and Health Services

Aaron Davis: 827-1734

From: Enrolled Nurse Level 1 \$57,635 - \$61,578
Health
To: Registered Nurse Level 1 \$63,548 - \$84,888
Health, Canberra (PN. 20350)
This promotion is to a non-advertised vacancy and is made in accordance with the Nursing and Midwifery Enterprise agreement 2013-2017 Section 1 Clause 72.

Justice and Community Safety

Emergency Services

Fire Brigade

Operations

Bruce Chancellor: 786-28332

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 45935) (Effective 22 February 2018)

Public Trustee and Guardian

Offender Services

Kai Cui: 835-84215

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 39693) (Gazetted 4 December 2017)

Emergency Services

Fire Brigade

Operations

Adam Gresham: 785-58346

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 07988) (Effective 22 February 2018)

Legislation, Policy and Programs

Civil Law

Samantha Grundy: 836-08483

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

Justice and Community Safety

To: †Legal 1 \$61,785 - \$124,436

Justice and Community Safety, Canberra (PN. 42738) (Gazetted 19 July 2017)

Emergency Services

Fire Brigade

Operations

Brett Musial: 785-58362

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 48089) (Effective 22 February 2018)

Emergency Services

Executive

Benjamin Naughton: 772-11295

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. 24407) (Gazetted 13 December 2017)

Emergency Services

Fire Brigade

Operations

Andrew Steel: 754-05790

From: FB5 (Senior Fire Fighter) \$89,841
Justice and Community Safety
To: †FB6 (Station Officer) \$102,025
Justice and Community Safety, Canberra (PN. 00380) (Effective 22 February 2018)

Emergency Services

Fire Brigade

Operations

Neil Willis: 786-27882

From: FB5 (Senior Fire Fighter) \$89,841
Justice and Community Safety
To: †FB6 (Station Officer) \$102,025
Justice and Community Safety, Canberra (PN. 47018) (Effective 22 February 2018)

Transport Canberra and City Services

City Services

ACT NOWaste

Project Delivery Team

Vicki Little: 799-97164

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Transport Canberra and City Services
To: †Senior Officer Grade C \$100,462 - \$108,140
Transport Canberra and City Services, Canberra (PN. 39240) (Gazetted 22 November 2017)