



ACT Government Gazette

Gazetted Notices for the week beginning 07 June 2018

VACANCIES

Calvary Health Care ACT (Public)

Senior Staff Specialist

Cardiology

Cardiology Consultant

Executive Level SNR STAFF SPECIALIST - SPECIALIST BAND 1 - 5 \$164,470 - \$222,205 , Canberra (PN: Expected)

Gazetted: 07 June 2018

Closing Date: 18 June 2018

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

Contact Officer: Dr Peter Scott 02 6264 6386 peter.scott@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Clinical Governance

Innovation & Redesign

Senior Project Manager

Senior Officer Grade A \$137,415.00-\$137,415.00, Canberra (PN: LP7636)

Gazetted: 07 June 2018

Closing Date: 17 June 2018

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

Contact Officer: Karen Caldwell Karen.Caldwell@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Various

New Graduate Enrolled Nurse

Enrolled Nurse Level 1 \$57,635.00-\$57,635.00, Canberra (PN: several)

Gazetted: 07 June 2018

Closing Date: 17 June 2018

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

Contact Officer: Rowena Hogan nursegraduateprogram@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Physiotherapy

Lymphoedema Service

Lymphoedema Service Coordinator

Executive Level Health Professional 4 Year 1 - Year 2 \$100,462 - \$108,140 , Canberra (PN: Expected)

Gazetted: 07 June 2018

Closing Date: 6 July 2018

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

Contact Officer: Jennifer Azurin 02 6201 6194 Jennifer.Azurin@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Various

New Graduate Enrolled Nurse

Enrolled Nurse Level 1 \$57,635.00-\$57,635.00, Canberra (PN: several)

Gazetted: 07 June 2018

Closing Date: 17 June 2018

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

Contact Officer: Rowena Hogan nursegraduateprogram@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Nursing

Various

New Graduate Enrolled Nurse

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

Gazetted: 07 June 2018

Closing Date: 17 June 2018

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

Contact Officer: Rowena Hogan nursegraduateprogram@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

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

Student and Academic Services

Student Services

Client Service Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 55030)

Gazetted: 08 June 2018

Closing Date: 15 June 2018

Details: Applications are invited to fill a Client Service Coordinator role in a dynamic team with the Canberra Institute of Technology (CIT) Student Services Client Relations team to manage the day-to-day operations. This includes: First-point-of-contact for enquiries; all general counter services including taking payments and issuing student cards; enrolments and re-enrolments; specialist student services, including referrals to services and information sources; and use of the student information systems. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Charter and Standards. The suitable candidate will be required to work with limited supervision; will be skilled in building and maintaining positive working relationships with a range of CIT staff; will have the ability to supervise and

effectively manage a team, especially supporting and motivating teams to embrace challenges and change; and possess good knowledge of the Vocational Education and Training (VET) sector and the needs of students within the VET environment. 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.

Note: This position is for temporary position available until 27 April 2019 with the possibility of extension up to 12 months.

Contact Officer: Amelia Scicluna (02) 6207 3451 amelia.scicluna@cit.edu.au

Student and Academic Services

Education Services

Systems Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 55776)

Gazetted: 07 June 2018

Closing Date: 19 June 2018

Details: The Canberra institute of Technology (CIT) Education Services requires an experience Vocational Education and Training (VET) professional who has high-level Information Technology (IT) skills including experience working with complex database systems such as Banner (CIT's Student Information Management System) as well as experience, knowledge and skills in maintaining, querying and enhancing SQL databases and web-based content management systems ensuring data accuracy and security as well as staff training. Additionally, the role requires demonstrated ability to analyse technical and administrative issues and to apply knowledge and use initiative to identify solutions and accommodate change, and the ability to coordinate multiple complex tasks. 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/Other Requirements: You will need sound knowledge of and experience with Vocational Education and Training (VET), program approvals, regulations and education compliance to meet national, local and CIT requirements; strong communication and teamwork skills; and ability to model the CIT cultural traits. Desirable: Qualifications in Information Technology, Education, Business or Project Management. At least two years' experience in VET/tertiary education administration.

Note: This is a temporary position available from 1 July 2018 to 7 August 2019 with the possibility of extension. Selection may be based on application and referee reports only. '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.'

How to Apply: Please submit a concise application (max 500 words per selection criterion) together with a brief Curriculum Vitae (max two pages) with two referees (preferably including your current supervisor).

Contact Officer: Matthew Ryan (02) 6207 4870 matthewc.ryan@cit.edu.au

Technology and Design

Building, Engineering and Spatial Information

Teacher Leave 1

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 16743)

Gazetted: 13 June 2018

Closing Date: 20 June 2018

Details: Canberra Institute of Technology (CIT) is looking for an enthusiastic, innovative and qualified Building and Construction Teacher to join the CIT Building and Construction Management team. This Teacher role requires someone to facilitate quality educational outcomes and provide supportive learner pathways for students enrolled in the building and construction qualifications. In addition, as a CIT Teacher you will be required to maintain complete and accurate records of student activity and performance, and maintain and update student progress and other details on the Institutes Student Information Management System. 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/Other Requirements: New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) within 12 months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Diploma of Building and Construction (Building) and Certificate III in Carpentry and brick and block laying competencies CPCCL2001A and CPCCL2002. A tertiary qualifications or equivalent appropriate to the teaching of Building and Construction. Industry experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Additional Requirement This position will be required to work weekends as well as evenings.

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. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

Contact Officer: Anthony Cowlshaw (02) 6205 9840 anthony.cowlshaw@cit.edu.au

Health, Community and Science

Health Sciences

Dental Assisting Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 52068, Several)

Gazetted: 08 June 2018

Closing Date: 15 June 2018

Details: Canberra Institute of Technology (CIT) is looking for an enthusiastic, innovative and qualified Dental assisting teacher to join the CIT Health Sciences team. This teacher role requires someone to facilitate quality educational outcomes and provide supportive learner pathways for students enrolled in the Certificate IV in Dental assisting qualifications. This includes working within the CIT quality training and assessment system. Students in the program include Australian Apprentices and as such compliance requirements overarching these students will be applied. In addition, as a CIT teacher you will be required to maintain complete and accurate records of student activity and performance, and maintain and update student progress and other details on the Institutes Student Information Management System. To support teaching practice, CIT teachers are also supported to participate in professional development activities to maintain vocational currency, and you will be required to contribute to CITs organisational culture through the promotion and modelling of the CIT Cultural Traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

specifications. Desirable: A minimum of a Health professional tertiary qualification, five year's experience in the industry and knowledge of the Australian Apprenticeship System.

Note: These positions will be filled up to a maximum of 1.4 FTE between both positions. Hours will be negotiable between the two successful applicants. This position is for temporary filling for a period of two years with the possibility of extension up to but not exceeding five years in total. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

Contact Officer: Emily Stewart-Reed (02) 6207 3471 emily.stewart-reed@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Finance and Payroll Services

Payroll Services

Team Supervisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 09370)

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: Do you have a strong focus on customer service, good team management skills and enjoy working in a team environment? The Payroll Services Team Supervisor could be for you! This role must effectively manage a team in administering payroll services and in delivering 'first class' customer service. It will build and maintain productive relationships; positively influence the workplace culture and drive constructive change in the work environment. You will have expertise in an automated Human Resource Information Management System (HRMIS); the ability to apply the relevant legislation and employment conditions; and have demonstrated strong communication skills. 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.

How to Apply: Please submit a one page personal pitch providing examples from your past experience demonstrating your suitability against the Professional, Technical Skills, Knowledge and behavioural requirements for this role. Accompanying your pitch please provide your Curriculum Vitae including two referees and Application Coversheet.

Contact Officer: Ceinwyn Whittaker (02) 6207 9891 ceinwyn.whittaker@act.gov.au

Communications

Strategic Engagement

Research and Community Insights Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 23047)

Gazetted: 12 June 2018

Closing Date: 26 June 2018

Details: Zora Neale Hurston, the American dramatist, once commented that "Research is formalised curiosity. It is poking and prying with a purpose". The ACT Government is stepping up our efforts to make sure all Canberrans are heard and have meaningful opportunities to contribute to our decision making processes. To do that, we're updating the tools and techniques we use so that our capabilities allow us to understand the needs of our

community now, and into the future. The Strategic Engagement team in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) are putting out a call to meet a social research professional who is interested in getting hands on and leading development of our online engagement capabilities - a person who can create and maintain networks that cross organisational boundaries and has a track record for innovative solutions to complex problems. We are seeking to recruit a passionate social researcher to administer a variety of social research programs (e.g. an online Insight Community or Computer Assisted Telephone Interview). Advice and feedback returned through the research programs conducted by the ACT Government will ensure agencies and teams across the ACT government are provided easy access to reliable and statistically significant feedback and advice relevant to government priorities and initiatives. CMTEDD has adopted activity based working (ABW) and the Strategic Engagement team are looking for someone who will be comfortable getting out and about to actively support their colleagues across government, wherever they are working. If you are an organised and motivated individual who enjoys problem solving; understand the value of stakeholder management, relationship building and collaboration; are excited by the opportunity to contribute to innovation and change; have the skills, knowledge and experience to administer a variety of social research approaches directed towards engaging with and listening to the community; are able to reliably analyse and draw insights from quantitative and qualitative research results and feedback; are able to develop reports and briefs informing stakeholders and stakeholder groups of results obtained through research programs and can work autonomously as a member of a small and agile team to meet deadlines, then this is a great opportunity for you. 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 two years with the possibility of extension and/ or permanency. Touching base with the contact officer to discuss the duties of the position is highly recommended. Please find information on how to apply for this role in the attached Position Description document.

Contact Officer: Karen Stewart-Moore (02) 6205 2855 karen.stewart-moore@act.gov.au

Access Canberra

Customer Coordination

Customer Experience

Online Capability Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36008)

Gazetted: 07 June 2018

Closing Date: 14 June 2018

Details: Do you like designing digital services? Always up for a challenge? We are currently looking for an enthusiastic, results-driven person to provide support for the ACT Government Customer Relationship Management system and Access Canberra's electronic forms management system, SmartForms, using specialised software applications. Experience in CSS3 (Bootstrap), HTML5 and JavaScript and knowledge of accessibility guidelines is highly desirable. At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. If you have experience in electronic forms development and internet based service delivery, we want to hear from you.

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

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: Niki Naoumidis (02) 6207 8382 niki.naoumidis@act.gov.au

Procurement, Property and Venues

Government Offices Projects

Senior Project Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39087)

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: The Government Office Projects Team within Chief Minister's, Treasury and Economic Development Directorate (CMTEDD) is seeking a motivated and experienced person to work within a small team to oversee the development and fitout of the Civic and Dickson government office projects. The candidate should demonstrate experience in the management of building, accommodation or fitout projects and have strong leadership and communication skills. The applicant should also have demonstrated ability to work within a team environment and develop innovative solutions to tight timeframes. The position involves liaison and communication with stakeholders at various levels across government. 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: The selection team within CMTEDD reserves the right to choose a suitable candidate on the basis of their written application without recourse to a formal interview.

Contact Officer: Alan Franklin (02) 6207 9044 alan.franklin@act.gov.au

Access Canberra

Project, Governance and Support

Policy, Research and Implementation

Senior Manager

Senior Officer Grade B \$118,319- \$133,197, Canberra (PN: 38536)

Gazetted: 08 June 2018

Closing Date: 18 June 2018

Details: Do you enjoy working in a team to find new ways to deliver results? Are you looking for an opportunity to make real change in the community? Does the opportunity to think about the big picture, play with data and run evaluation make you jump out of bed in the morning? If the answer to these questions is yes, then Access Canberra has an opportunity for you. The ACT Gambling and Racing Commission (the Commission) has the aspiration of achieving a Canberra free from gambling harm, and has adopted a public health approach to realising this vision; and Access Canberra needs a special person to help it deliver. The Access Canberra team responsible for supporting the Commission is after a senior manager to oversee a small team which will work with key stakeholders to design, implement and evaluate new harm minimisation and prevention strategies based on the latest research and evidence. The position will be responsible for building and overseeing a program of work, including development of strategic documentation and undertaking evaluation, which contributes to realising the Commission's vision.

Note: This is a temporary position available until 28 June 2019.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please submit a current Curriculum Vitae and the contact details of at least two referees. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification. 1. Detail your greatest achievements in the last five years and how they relate to this position and its duties. 2. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. For further information and detail about the position please contact the Contact Officer.

Contact Officer: Linda Muscat (02) 6207 5014 linda.muscat@act.gov.au

Access Canberra

Workplace Protection

WorkSafe ACT

Manager, WorkSafety Engagement

Workcover Manager C \$100,462 - \$108,140, Canberra (PN: 32662)

Gazetted: 13 June 2018

Closing Date: 27 June 2018

Details: WorkSafe ACT is responsible for ensuring compliance by duty holders with legislation covering Workplace Safety, Workers Compensation, and Dangerous Substances. WorkSafe ACT achieves its objectives through a combination of inspections, education, investigation and legal enforcement. The duties of this position are to: Manage a team of authorized inspectors under the relevant legislation as a delegated officer; provide high level advice in accordance with relevant legislation including advising duty holders on requirements of the legislation and related technical issues; conduct work place inspections which could involve preparing briefs of evidence for court, the giving evidence at court and the collection of evidentiary material to the required standard; prepare reports/responses to incoming enquiries and complaints in accordance with procedures; promote health and safety awareness and practices within workplaces to minimize work related injuries; plan, develop and implement focus campaigns targeting reduction of workplace harm and injury through minimization strategies; participate in proactive and educative activities providing advice to ACT business, industry, clients and stakeholders; contribute to the development and achievement of targets and objectives of WorkSafe ACT Strategic/Business Plans and more broadly Access Canberra.

Note: This is a temporary position available 1 July 2018 until 31 December 2018 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please limit your response to two pages only.

Contact Officer: Robert Alford (02) 6205 4261 robert.alford@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

Inclusion and Participation

Community Services Industry Relationships and Reform

Service Funding and Support

Senior Contract Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 03884)

Gazetted: 12 June 2018

Closing Date: 19 June 2018

Details: The Service Funding Support team is seeking an enthusiastic and motivated individual to fill a permanent position as a Senior Contract Officer within a busy environment. Primarily, the focus of the role is to liaise with Community Services Directorate business units and community service providers and assist in the development of grants, procurements and contracts for the delivery of human services across the Directorate and any other related work assigned by the Manager. The successful applicant will have the ability to establish and maintain strong, professional relationships with internal and external stakeholders. They will also have strong administrative skills with an adaptive style which enable them to manage multiple tasks often within tight timelines.

How to Apply: Your Curriculum Vitae should also include the details of two referees.

Contact Officer: Kristie Perrin (02) 6205 0508 kristie.perrin@act.gov.au

Housing ACT

Infrastructure and Contracts

Capital Delivery

Project Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 10780)

Gazetted: 08 June 2018

Closing Date: 22 June 2018

Details: The Infrastructure and Contracts Section is responsible for the implementation and delivery of the Capital Delivery Program, managing the Total Facilities Maintenance (TFM) contract, providing financial services to Housing ACT and liaising with other sections of Housing ACT to deliver excellent client focused services and outcomes. We are seeking a Project Officer to join the Capital Delivery team, to assist in the delivery of the capital program including sales, acquisition and construction of new properties in accordance with the Public Housing Asset Management Strategy 2012 - 2017 (PHAMS). The PHAMS and associated property standards set the direction for the acquisition, disposal, redevelopment and improvement of stock to ensure where possible that the right stock is in the right location to meet tenant needs. We are looking for a person that is motivated and organised who has excellent communication, customer service and liaison skills. To be suitable for this position, you will have an understanding or an ability to acquire skills and experience in property, contract management and the building or real estate industry.

Contact Officer: Gary Johnson (02) 6205 0548 gary.johnson@act.gov.au

Children, Youth and Families

Child and Youth Protection Service

Director, Strategy and Governance

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E780)

Gazetted: 13 June 2018

Closing Date: 20 June 2018

Details: The Community Services Directorate are seeking expressions of interest from individuals with relevant experience to fill the position of Director, Strategy and Governance.

The Director will be responsible for consolidating the A Step Up for Our Kids reform through a range of commitment including building stakeholder capability, finalising procurement processes, and evaluation and outcomes frameworks. To be successful in this position, you will need to have proven ability to lead visionary change management in a human services organisation including setting an agenda and inspiring others.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successfully applicant. This includes a cash component of \$180,124. Please note, from 1 July 2018 the salary for this vacancy will increase in accordance with the ACT Remuneration Tribunal [Determination 3 of 2018](#).

Contract: The successful applicant will be engaged under a performance based contract for a period of 12 months commencing 1 September 2018.

How to Apply: Interested applications should submit a 'one page pitch' addressing their suitability against the job specific criteria and current curriculum vitae including the contact details of two referees to jobs@act.gov.au.

Contact Officer: Further information about the position is available from Helen Pappas, helen.pappas@act.gov.au, (02) 6205 6922

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**

Education Strategy

Student Engagement

School Psychologist

School Psychologist - Jervis Bay School

School Psychologist \$77,680 - \$111,479, Canberra (PN: 08602)

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: ACT Education is seeking applications from psychologists to work at the Jervis Bay School one to two days a week, who are able to provide evidence based services to students (K-12) to maximise their learning and wellbeing outcomes. School Psychologists work collaboratively with school teams, multi-disciplinary teams and external agencies to address student developmental, educational, mental health, emotional and behavioural needs, through individual, group or whole school interventions, with an emphasis on early intervention and prevention. School Psychologists attract similar working conditions as teachers.

Eligibility/Other Requirements: Applicants must have full registration as a psychologist with the Psychology Board of Australia or full registration as a psychologist with the Psychology Board of Australia and Teacher registration with 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.

Note: This is a temporary part-time position available at 7:21 - 14:42 hours per week for a period of 12 months and the full-time salary noted above will be paid pro-rata.

Contact Officer: Anne Nguyen (02) 6207 6986 anne.nguyen@ed.act.edu.au

Campbell High School

Classroom Teacher - Mathematics

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 35939)

Gazetted: 12 June 2018

Closing Date: 22 June 2018

Details: Campbell High School is committed to developing teacher capacity for consistently improving the learning outcomes of every student. We are seeking a high performing classroom Mathematics teacher to work in the Mathematics faculty. Another subject area is desirable but not essential. Applicants should possess a strong knowledge of the Australian Mathematics curriculum and demonstrated ability to integrate a range of explicit and effective teaching strategies into classrooms.

Eligibility/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.

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

Contact Officer: Caitlin Horan (02) 6142 3166 caitlin.horan@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Monash Primary School

Principal

School Leader A \$150,276 - \$180,443, Canberra (PN: 01808)

Gazetted: 08 June 2018

Closing Date: 22 June 2018

Details: We are seeking a principal to lead Monash Primary School where the widespread belief is that all children are unique with individualised learning and developmental needs. Can you bring your creative, innovative, visionary leadership to lead where every learning environment fosters differentiated learning? If developing the whole child through building academic, social and emotional needs, resilience and forging into future global citizens, then this position will interest you. The Education Directorate is seeking an experienced school leader to lead a highly engaged team to progress Monash Primary School, employing best practice across all key learning areas. You will join a collaborative network of principals committed to equity, inclusion and ongoing school improvement. We're looking for an instructional leader who is excited by the opportunity and challenge to shape an innovative future for students, staff, the community, neighbouring schools and the wider Tuggeranong Network. You will be an effective leader with the ability to listen. You will inspire and lead with rigour. You will build positive partnerships for learning with all key stakeholders, and demonstrate high interpersonal and collaborative skills.

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). 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

How to Apply: If you are interested in leading this Canberra public school please send your Curriculum Vitae (two pages) and statement of claims (no longer than six pages) addressing the five leadership capabilities. For more information about this opportunity, please contact Kate Smith on 6205 9132. In your application, we want to learn about your greatest educational moment in the last five years, and what makes you the best person for this leadership role. Your CV should also include the details of at least two referees (one referee should have worked for you).

Contact Officer: Kate Smith 62053313 katel.smith@act.gov.au

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

Office for Schools

North Gungahlin Network

Campbell High School

Deputy Principal

School Leader B \$136,828, Canberra (PN: 34273)

Gazetted: 07 June 2018

Closing Date: 14 June 2018

Details: Campbell High School is seeking a deputy principal who will lead a range of significant initiatives and processes across the school. We operate in a transparent and collaborative manner and a successful applicant will need to demonstrate high level skills in consultation and innovation. The deputy principal will lead the ongoing implementation of SENTRAL and manage the assessment and reporting processes across the school. The successful applicant will have a strong background in leading research based programs, including working with external researchers, preferably in the area of Science, Technology, Engineering and Mathematics (STEM); a proven ability to lead evidence based and accountable Professional Learning Team (PLT) and coaching and mentoring programs; experience in leading all aspects of staffing, including the management of operational and strategic aspects of the

work and be a proven leader of the development and delivery of specialist and tiered programs to meet the needs of a diverse range of students.

Eligibility/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.

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: Kerrie Heath (02) 6142 3166 kerrie.heath@ed.act.edu.au

Office for Schools

Belconnen

Hawker College

Executive Teacher

School Leader C \$117,515, Canberra (PN: 19575)

Gazetted: 08 June 2018

Closing Date: 15 June 2018

Details: Hawker College is seeking a calm, caring and pragmatic School Leader C (SLC) of Student Services to provide strategic and reflective leadership and management of staff, programs and resources to support and improve learning and wellbeing outcomes for all students at Hawker College. The successful candidate will have proven skills in interpersonal communication and collaborative leadership. As a member of the executive team, the SLC for Student Services will contribute to the development and achievement of whole-school strategic goals and the implementation of the school annual action plan. They will manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

Note: This is a temporary position available until 21 December 2018 with the possibility of extension and/or permanency.

Contact Officer: Lyndall Henman (02) 6142 0355 lyndall.henman@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

Chief Operating Officer

Finance Information and Assets

Chief Financial Officer

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E562)

Gazetted: 13 June 2018

Closing Date: 28 June 2018

Details: Temporary Are you bored of the ledgers, has your current job got you looking out the window and wondering what's next? Do you see yourself as a person that can inspire innovation and find creative solutions? Are you our next Chief Financial Officer?

As a famous person once sang "Money changes everything", and that's why we are looking for someone who is fiscally clever and wants to innovate and create partnerships to improve outcomes. We are looking for a Chief

Financial Officer who has skills with the numbers but can look up from the ledger to see not only where we are going but also understands where we need to be.

If you are looking to make your mark in your finance career in a vital role, this is the perfect opportunity for you! If you want to join us to help the team deliver on our vision of Shaping Canberra's Future then send us your pitch of no more than 500 words and let us know why you should be our pick for the job.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124. Please note, from 1 July 2018 the salary for this vacancy will increase in accordance with the ACT Remuneration Tribunal Determination 3 of 2018.

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

Contact Officer: Further information about the position is available from Mr Craig Simmons, (02) 6207 6322 craig.simmons@act.gov.au

**Officer of the Director General
Engagement and Executive Support
Communications Unit**

Senior Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16616)

Gazetted: 08 June 2018

Closing Date: 15 June 2018

Details: The Communications team is responsible for media management, issues management, strategic community engagement management, project management of key directorate publications, communications strategies, events and campaigns, advertising and marketing, website management and design, social media, internal communications and media monitoring. It is also responsible for supporting the Minister's office for all communication and media issues. The Senior Communications Officer will be part of the planning communications team and be primarily responsible for range of community engagement priorities for the directorate amongst other major communication projects for the directorate.

Eligibility/ Other Requirements: Tertiary qualifications in Public Relations, Communications or Journalism, Community Engagement or related experience is essential.

Note: This is a temporary position available from 16 July 2018 until 22 March 2019.

Contact Officer: Mayumi Piper (02) 6205 3146 mayumi.piper@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

Office of the Director General

Director General and Chief Executive Officer – ACT Health

Executive Level 3.11 \$395,231 - \$413,360 depending on current superannuation arrangements (E908, several)

Gazetted: 25 May 2018

Closing Date: 24 June 2018

With Canberra's third public hospital set to open in mid-2018 and increasing demands on the health system as a result of population growth, the ACT Government has decided to make a change to the ACT Health Directorate. From 1 October 2018 the Health Directorate will become two organisations. One will be responsible for clinical operations and will focus on the delivery of high quality health services. The other will be responsible for strategic

policy, planning and stewardship of the ACT's health system, including health protection and health promotion services. The Head of Service is seeking applications from people who have a demonstrable record of achievement in similar organisations to deliver high quality health outcomes for the people of the ACT. Director-General ACT Health: In this challenging and rewarding role, you will have overall responsibility for the governance, leadership and management of a large, diverse and complex Directorate. Working closely with the CEO of Canberra Hospital and Health Services, you will develop policies, strategies, systems and processes to support strong health and wellbeing outcomes for the ACT community. You will have accountability for health infrastructure and planning, quality and risk management frameworks, population health strategies and the development of new and innovative initiatives across the portfolio. You will work collaboratively with other ACT Director-General, develop strong and enduring relationships with a wide range of stakeholders and represent the ACT Government in a number of public settings and in cross-jurisdictional negotiations with the Commonwealth and NSW Governments. Chief Executive Officer, Canberra Hospital and Health Services (CHHS): As CEO of CHHS you will be accountable for the delivery of acute, subacute, primary and community-based health services for the people of the ACT and surrounding region. This will include responsibility for the Canberra Hospital which is an acute care teaching hospital of approximately 600 beds and a tertiary referral centre that provides a broad range of specialist services to the people of the ACT and South East NSW. You will also be responsible for the new University of Canberra Public- Hospital: Specialist Centre for Rehabilitation, Recovery and Research which will become operational from mid-2018 and will have capacity for 14D inpatient beds, 75 day places and additional outpatient services. You will be expected to work closely with a range of key stakeholders, including the medical profession, allied health professionals, academic institutions, non-government organisations, community groups and other ACT Government Directorates. To be a strong contender for either of these roles, you will need to be an outstanding leader with an impressive record of achievement in a large, complex and politically sensitive health care organisation. You will also have a proven capacity to drive change, demonstrated ability to broker decisions through collaboration and consensus, and a personal style that engenders trust and respect. For the Director-General position you will need to have impressive policy development and strategic direction-setting skills and the ability to provide timely and robust advice to Ministers on a range of portfolio-wide issues. Applicants for the CEO CHHS position will need to have a proven record of achievement in the provision of high quality client-focussed clinical and allied health services, preferably gained in a large state, territory or regional health service.

Note: Before applying, please obtain selection documentation by emailing admin@ianhansen.com.au.

Remuneration: The position attracts a remuneration package ranging from \$395,231 to \$413,360 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$329,621

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

Contact Officer: For further information, please contact Ian Hansen on 0408 306 769

Canberra Hospital and Health Service

Surgery and Oral Health

Medical Staff

Neurosurgeon

Senior Specialist \$222,205, Canberra (PN: 18739)

Gazetted: 14 June 2018

Closing Date: 25 June 2018

Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Neurosurgery Unit of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 900 patient separations per annum. The Neurosurgical faculty currently consists of 3 full time staff specialists and 3 Neurosurgical Registrars (2

SET trainees and 1 non-accredited) and junior medical officers. In-patients are managed in a dedicated Neurosurgical ward (which includes a high dependency area); nursing and allied health staff are specialty trained. There are 2 full time secretaries and data management. State-of-the-art Neurosurgical equipment is available in the dedicated Neurosurgical operating room - which has an intraoperative MR Scanner. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian College of Surgeons or equivalent specialist qualifications. o Post Fellowship training / qualifications in complex Spinal Surgery. o Expertise and an interest in complex spinal surgery. o Hold a current ACT driver's license. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: Shannon Dougan (02) 6244 4175 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Deputy Director General - Canberra Hospital and Health Services

ACT Chief Nurse

Registered Nurse - Chief Nursing and Midwifery Officer

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 18031)

Gazetted: 14 June 2018

Closing Date: 25 June 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 CHHS is to ensure the delivery of ACT Health's Territory Wide Services Framework, the ACT Health Quality Strategy and government priorities. 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 Office of the Chief Nursing and Midwifery Officer: Provides strategic advice on a range of local, national and international issues relating to the nursing and midwifery professions; Leads the development of nursing and midwifery roles across the ACT as well as promoting career pathways and furthering educational advancement; Provides robust evidence and advice on a variety of factors related to nursing and midwifery practice including: workforce planning, workforce reform, workload monitoring, industrial relations as well as recruitment and retention strategies; Supports the National Health Agenda and the work of the Australian and New Zealand Council of Chief Nursing and Midwifery Officers (ANZCCNMO).

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency as a Registered Nurse or Midwife (AHPRA) and holds or is working towards tertiary qualifications in nursing or midwifery. Post registration experience in a senior nursing or midwifery management role is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a permanent full-time role however part-time hours may be negotiable with the successful applicant/s.

Contact Officer: Lesley Thomson (02) 6205 0796 lesley.thomson@act.gov.au

Canberra Hospital and Health Services

Critical Care

Imaging

Radiographer – Medical Imaging

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28808)

Gazetted: 14 June 2018

Closing Date: 28 June 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 and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Medical Imaging Department is responsible for providing a comprehensive and quality diagnostic imaging services for patients in the ACT and surrounding region. The Radiographer position is a clinical role and will be responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography, including equipment and asset management, financial processes and human resource matters. The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

Eligibility/Other Requirements: *Mandatory:* Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Be eligible for an ACT Radiation licence. Tertiary qualifications or equivalent in Medical Radiation Science (Radiography). Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. *Desirable:* Three years post-graduate experience. Angiography, CT, Mammography and/or MRI experience.

Notes: This is a temporary position available until 12 April 2019. An order of merit will be established for filling temporary positions at level within the next 12 months from this process.

Contact Officer: Kate Saunder (02) 6244 2111 kate.saunder@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Allied Health

Social Worker

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17040)

Gazetted: 14 June 2018

Closing Date: 28 June 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 and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Cancer Counselling Service aims to improve outcomes for people with cancer and their families by providing comprehensive psychosocial services in the community. The Cancer Counselling Service is located at the Belconnen Community Health Centre and Phillip Health Centre. The Social Worker will have an understanding of issues relating to oncology and the impact of cancer on a person and their family/carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Interprofessional environment. The overall function of the position is to promote positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Association of Social Workers (AASW). Must hold a current driver's licence.

Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Desirable: Have a minimum of three years' experience post qualification.

Have experience in oncology social work practice

Note: This is a part-time position at 25.73 hours per week and the full-time salary noted above will be paid pro rata. This position maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Brian Lawless (02) 6174 8540 brian.c.lawless@act.gov.au

Quality Governance and Risk
People and Culture
Employment Services

Project Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 21809)

Gazetted: 14 June 2018

Closing Date: 21 June 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: Employment Services is responsible for providing employees and managers with advice on the employment framework, workers compensation and recruitment services whilst ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health. Under the direction of Senior Managers and Senior Advisors, you will play a key role in the Employment Services team by providing routine information to ACT Health employees and managers based on the employment framework (*ACT Public Sector Management Act 1994*, ACTPS Standards 2016 and Enterprise Agreements). Duties will also include diary management, phone management, data entry, human resource functions, fiscal management, secretariat support and any other duties appropriate to this classification that contribute to the operations of Employment Services.

Eligibility/Other Requirements: To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive; adaptability and flexibility to accommodate change and sound communication and liaison skills. Desirable: Previous experience with HP Records Manager 8 (HP RM 8, aka. TRIM) or similar system; previous experience providing high level administrative assistance and a certificate IV or diploma Human Resource Management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

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

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Office Manager

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 12121)

Gazetted: 14 June 2018

Closing Date: 28 June 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 ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: This position provides day-to-day support to the Director of the Gastroenterology and Hepatology Department. Duties will include, but will not be limited to diary management, human resource management, fiscal matters, data collection, secretariat support, maintenance requests, order of supplies and other duties that are appropriate to this level of classification. The position reports to the Administration Manager, Gastroenterology and Hepatology

Unit and Director, Gastroenterology and Hepatology Unit. The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease. The Unit provides: Inpatient care of patients with gastroenterological and diseases; consulting service; endoscopic procedures; clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

Eligibility/Other Requirements: Desirable: Knowledge of ACT Patient Administration System (ACTPAS) and Clinical is highly desirable but not essential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Andrew Barrow (02) 6244 2483 andrew.j.barrow@act.gov.au

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

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 33249)

Gazetted: 14 June 2018

Closing **Date: 28 June 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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. ACT Health is a values-led Directorate. Overview of the work area and position: Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. Under indirect supervision of the Community Care Podiatry Manager, the Podiatrist is responsible for the provision of high quality clinical assessments and interventions in the outpatient setting. This involves, promoting positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible for registration) as a Podiatrist with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence. Please note prior to

commencement successful candidates will be required to undergo a pre-employment Police check; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases and comply with ACT Health credentialing and scope of clinical practice requirements for Allied Health Profession.

Contact Officer: Kerryn Maher (02) 6205 1496 kerryn.maher@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Rehabilitation Unit (AMHRU) and Adult Mental Health Day Services (AMHDS)

Art Therapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 40162)

Gazetted: 14 June 2018

Closing Date: 28 June 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 University of Canberra Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region. 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 people. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and 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: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol & Drug Services; Child & Adolescent Mental Health Services (CAMHS); Justice Health Services; and Dhulwa Mental Health Unit. The University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. Opening in 2018, the hospital will be Canberra's first state of the art purpose-built sub-acute Rehabilitation Hospital providing rehabilitation services for inpatient, aged care, mental health, outpatient and community based services. At full capacity the UCH will have 140 bed overnight beds, 75 day places and additional outpatient services. Overview of the Work Area and Position: In 2018 two services within Specialty Mental Health services will move to UCH; 20 beds from Brian Hennessey Rehabilitation Centre (BHRC) to form the Adult Mental Health Rehabilitation Unit (AMHRU) and 25 day places from Adult Mental Health Day Services (AMHDS). AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. As a Creative Arts Therapist you will be sharing your clinical and therapy expertise across both AMHRU and AMHDS. At this level it is expected that the HP2 Creative Arts Therapist will be an integral member of both teams at UCPH and will provide,

under routine supervision, high quality arts therapy services that will achieve sound outcomes for people within a therapeutic environment. All staff of the AMHRU and AMHDS are required to undertake professional development activities, and participate in supervision and quality initiatives. You will contribute your expertise to the multidisciplinary team, provide supervision to staff at Health Professional Level 1, Allied Health Assistants, and students. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Aboriginal and Torres Strait Islander Liaison Officers, Peer Recovery Workers, Psychiatry Registrars and Consultant Psychiatrists. The AMHRU is adjacent to the AMHDS and forms a mental health precinct under the Rehabilitation and Specialty Mental Health Service. There will be opportunities for allied health staff be able to provide therapeutic services across both units. Eligibility/Other Requirements: Mandatory: A Master's degree in Art Therapy (eg Art Therapy/Music Therapy/Creative Arts Therapy/Drama Therapy). Eligibility for membership of the Australian and New Zealand Arts Therapy Association (ANZATA). Have current registration issued under the *ACT Working with Vulnerable People Act 2011*. Applicants must have a minimum of 12 months paid work experience, post qualification, in a related /relevant organisation/service. Highly Desirable: Have an understanding of working in an adult community mental health service. Current Driver's Licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases; and comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals.

Note: This position is part-time working 22.05 hours per week.

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

Canberra Hospital and Health Services

Medicine

Department of Respiratory and Sleep Medicine

Sleep Scientist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 31662, several)

Gazetted: 14 June 2018

Closing Date: 28 June 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 Sleep Disorders Unit (SDU) is part of the Department of Respiratory and Sleep Medicine (DRSM) based in the Division of Medicine. The SDU provides 24-hour clinical services to patients for the assessment and management of sleep disorders. The Health Professional Level 2 (HP2) Sleep Scientist role participates in a rotating roster of day, evening and overnight shifts to ensure provision of high quality clinical services. The role will also assist with quality assurance activities and support student placements. In ACT Health, the sleep science profession is part of the Clinical Measurement Science (CMS) disciplines. The other CMS disciplines are cardiac science, clinical neurophysiology, and respiratory science. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The ACT Health Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the ACT Health values of care, excellence, collaboration and integrity. The CMS competency framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Health Science/Human Physiology and eligibility for membership of the Australasian Sleep Technologists Association (ASTA). Shift Work – have the ability to work independently up to a 12 hour overnight shift as part of operational requirements. On-call Roster – to be available and provide support to evening and overnight shifts including being recalled back to work as required. Proficiency in conducting Type 1 continuous positive airway pressure (CPAP) titration polysomnography (PSG). Minimum of 12 months experience in the diagnosis, treatment and management of patients with sleep disorders. 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. Comply with ACT Health credentialing requirements for Allied Health Professionals. Desirable: Proficiency in Polysomnography data analysis as per the American Academy of Sleep Medicine (AASM), Australasian Sleep Association (ASA) and Australasian Sleep Technologists Association (ASTA) guidelines. Proficiency in conducting Type 1 Bi-Level Ventilation and/or Servo-Adaptive Ventilation titration Polysomnography. Post-graduate qualifications in Sleep Science/Medicine. Professional credentialing from the Board of Registered Polysomnographic Technologists (BRPT).

Note: More than one permanent position is available via this recruitment process. Availability to work out of hours and on weekends is essential.

Contact Officer: Derek Figurski (02) 6244 2066 derek.figurski@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

New Graduate Occupational Therapist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 40710)

Gazetted: 14 June 2018

Closing Date: 28 June 2018

Details: About us: 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 and maintenance and harm minimisation. The participation of people who access our service is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Dhulwa Mental Health Unit; Justice Health Services and Rehabilitation and Specialty Mental Health Services. Overview of work area and position: An exciting opening exists for a new graduate to join the Division of Mental Health, Justice Health and Alcohol and Drug Service's new Assertive Community Outreach Service (ACOS). This position offers the successful applicant the opportunity to join a dynamic and supportive multidisciplinary team providing assertive community outreach treatment to people experiencing and living with a severe mental illness and complex needs in a community setting. SAT/ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts. As a new graduate, the successful applicant will be required to work under close professional supervision and expected to apply their knowledge, skills, and professional judgement in the delivery of routine services. The position also offers the opportunity to promote positive outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of the multidisciplinary team. The position holder will be expected to comply with the expectations of the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct, the ACT Health Standards of Practice for allied Health professionals as well as understand their discipline specific responsibilities to deliver appropriate, effective services within an ethical framework.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with the Occupational Therapy Board of Australia. Eligibility for professional membership of Occupational Therapy Australia. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia. Prior to commencement successful candidates will be required to: Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation. Undergo a pre-employment Police check.

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

Contact Officer: Amaly Khalaf (02) 6205 1565 amaly.khalaf@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Dhulwa Mental Health Unit

Administration Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 37323)

Gazetted: 14 June 2018

Closing Date: 21 June 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 Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Dhulwa Mental Health Unit provides a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This includes people who are, or are likely to become, involved with the criminal justice system, and civil consumers of general mental health services. The service aims to provide collaborative care involving the consumer, their carers and other key services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this high security environment. It is expected that in this position you will provide administrative support to the clinical team with a focus on providing quality customer service to all users of the DMHU. All staff of the DMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and proficient in the Microsoft Office Suite. Desirable: Knowledge and experience in the use of relevant medical terminology; Understanding and experience in dealing with persons affected by mental illness; Current driver's licence; and Knowledge of ACT Health internal software packages

Note: This is a temporary position available for 9 months with the possibility of extension and/or permanency.

Contact Officer: Liza Marando (02) 6207 9848 liza.marando@act.gov.au

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Administrative Support Officer

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

Gazetted: 14 June 2018

Closing Date: 28 June 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 and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: This position provides administrative support to the Gastroenterology and Hepatology Unit's outpatient department by

assisting with the management of patient referrals and the booking and scheduling of appointments. The Gastroenterology and Hepatology Unit at Canberra Hospital provides consultative and endoscopic services for persons with digestive diseases, including liver and biliary tract disease. The Unit provides: Inpatient care of patients with gastroenterological and diseases; Consulting service; Endoscopic procedures; Clinics for patients with viral hepatitis, liver disease, inflammatory bowel disease, inherited gastrointestinal cancer and complex gastrointestinal disorders; and Clinics, support and follow up for participants in the National Bowel Cancer Screening Program.

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

Contact Officer: Andrew Barrow (02) 6244 2483 andrew.j.barrow@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Allied Health Assistant

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 22882)

Gazetted: 14 June 2018

Closing Date: 28 June 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 Exercise Physiology Department, within the Division of Medicine, specialises in the provision of clinical exercise prescription and education for individuals with chronic disease and/or injury. The department provides exercise programs to assist patients in the self-management of their condition. The department also provides support to the Cardiac Rehabilitation Program and Heart Function Rehabilitation Program. The Exercise Physiology Department is looking for an enthusiastic, suitably qualified and reliable Allied Health Assistant to join its dynamic team. One position is available for an Allied Health Assistant Level 2 in a full time (1FTE) capacity within the department for a temporary 12 month period from date of commencement with possibility of extension.

Under broad direction, the Allied Health Assistant role is responsible for providing day to day support and assistance to Exercise Physiologists within the Exercise Physiology Department in ACT Health in providing administrative support and exercise and education to patients with chronic and complex medical conditions.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance or recognised equivalent. Current driver's licence. Previous administrative and/or experience in a hospital/clinical setting or in an exercise setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. This position maybe required to participate in overtime, on call and/or rotation roster. Selection may be based on application only. Applicants with less than 12 months experience will be considered but will receive support and supervision from a more senior Allied Health Assistant.

Contact Officer: Sarah McGrath (02) 6244 2573 sarah.mcgrath@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Dietitian - Acute Support Nutrition Department

Health Professional Level 2 \$61,784 - \$84,816 , Canberra (PN: 34274)

Gazetted: 14 June 2018

Closing Date: 21 June 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 and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Nutrition Department within Acute Support Services, Canberra Hospital and Health Services are primarily responsible for the management of core functions and provision of Nutrition based allied health services within ACT Health. Services include: Clinical Dietetic Services to: Inpatients on the Canberra Hospital Campus including the Centenary Hospital for Women and Children and the Adult Mental Health Unit; Outpatients requiring specialist care from the ACT and regional NSW; Operation of centralised Special Diet Service; Operation of Infant Feeding Service; Coordination of ACT Health Clinical Education Program for Nutrition and Dietetic students from various local universities. Food Service governance activities in partnership with the Canberra Hospital Food Service Department. Under supervision, you will provide clinical dietetic services across the Canberra Hospital Campus and contribute to service improvement and quality improvement/quality assurance activities of the department.

Eligibility/Other Requirements: Mandatory: Tertiary qualification (or equivalent) in Nutrition and/or Dietetics. Member (or eligibility for membership) of the Dietitian's Association of Australia. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Registered under the *Working for Vulnerable People Act 2011*. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Desirable: Current driver's licence.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. This position may be required to participate in overtime, on call, and rotation roster (including Food Service rotation). Some weekend duty will be required.

Contact Officer: Andrew Slattery (02) 6244 2544 andrew.slattery@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Endocrinology

Staff Specialist Level 1-5 \$164,470 - \$202,960, Canberra (PN: 38848)

Gazetted: 14 June 2018

Closing Date:

Overview of the work area and position: The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Department of Endocrinology is a clinical unit within the Division of Medicine that provides both inpatient and outpatient care to patients with endocrine conditions, including diabetes. The majority of services are provided at the Canberra Hospital, however, some clinics are conducted in ACT Health Community Health Centres. All endocrine conditions, apart from reproductive endocrinology, are managed by the service. Multidisciplinary team approaches have been established in the management of pituitary disorders, metabolic bone disease, thyroid cancer and endocrine diseases in pregnancy. Diabetes care is also provided through a multidisciplinary team

approach involving the endocrinologists of the Department of Endocrinology and the nursing and allied health staff of the ACT Health Diabetes Service. In addition to clinics for adult patients with type 1 and complex type 2 diabetes, multidisciplinary diabetes clinics are conducted for adolescents and young adults, pregnant women and patients with high-risk foot complications. Unit audit meetings are held weekly with weekly registrar presentations, radiology review meetings and quarterly pathology review meetings. Continuing medical education sessions are held monthly in which endocrinologists all have an opportunity to present. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$330,441 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australasian College of Physicians or equivalent specialist qualifications. o Post-fellowship speciality and academic qualifications and experience relevant to the position. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: Professor Christopher Nolan, Unit Director of Endocrinology (02) 6174 5311 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

CACHS Medical

Medical Oncology

Staff Specialist Level 1-5 \$164,470 - \$202,960, Canberra (PN: 14929)

Gazetted: 14 June 2018

Closing Date:

Overview of the work area and position: It is expected that the applicant will have general experience and expertise in Medical Oncology. The appointee will provide leave cover for the subspecialty of gastrointestinal oncology. Responsibilities will include outpatient care, supervision of trainees/junior medical staff/medical students, attendance at multidisciplinary meetings and participation in research activities of the unit. The appointee will join the Department of Medical Oncology of the Canberra Region Cancer Centre. The Unit is located within The Canberra Hospital and provides a medical oncology service to the Australian Capital Territories and South-Eastern NSW. The unit supports an active clinical trials research program and has developed translational research links to the John Curtin School of Medical Research at the ANU as well as to the University of Canberra. These collaborations include biomarker development (cancer stem cells and gene panels), compound screening, novel cancer targeting methods (epigenetic and ribosomal biogenesis) and immunotherapeutics. Phase I clinical trial capability is also being developed and the appointee would be expected to contribute to this. Developmental therapeutics and/or translational research experience would be of advantage. <http://www.health.act.gov.au/our-services/cancer-services/health-professionals/medical-oncology> Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$330,441 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australasian College of Physicians or equivalent specialist qualifications. RACP recognised training and experience

in Medical Oncology. Please note prior to commencement successful candidates will be required to:

- o Undergo a pre-employment Police check.
- o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Professor Desmond Yip (02) 6244 2220 email: desmond.yip@act.gov.au or A/Prof Paul Craft (02) 6174 8561 email: paul.craft@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Gungahlin Community Health Centre

Administration Officers, Community Health Support, Walk-In Centres

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 40670, several)

Gazetted: 14 June 2018

Closing Date: 25 June 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. Community Health Support is part of the Division of Cancer Ambulatory and Community Health Support. A part of this unit is Community Health Centres. There are six community health centres and two nurse led Walk-In Centres located across the territory. The community Health Centres provide services including, dental services, community nursing, podiatry, mental health services, rehabilitation services and alcohol and drug services just to name a few. Overview of the work area and position: In September this year Community Health will be opening a Nurse led Walk-In Centre attached to the Gungahlin Community Health Centre. We are looking for individuals with varied experience to apply for several permanent part time positions that can be located across all three Walk-In Centres in the ACT. The Walk-In Centres are open from 7.30am to 10pm 7 days a week including public holidays. Shifts for administrative staff consist of an AM (7.30am - 3.51pm) and PM shift (2.09pm - 10.30pm). The staffing at each Walk-In Centre consists of two full-time staff and 2 part-time staff on a rotating roster. Part-time staff will be rostered around full-time staff hours. The part-time staff can also be asked to cover any annual/personal leave. Staff will be located at a "home base" Walk-In Centre but will be expected to work at another Walk-In Centre as operational needs dictate. The Health Centres work in conjunction with the Walk-In Centres. The Health Centre hours are 8am to 5pm Monday to Friday. Staff working in the Walk-In Centres report to the Administration Manager who oversees all the administration staff in all the Health Centres. There is an expectation that Walk-In Centre administration staff integrate with Health Centre administration staff and assist where needed. The position requires the applicant to provide support with receptionist duties including telephone enquiries, arriving and registering clients, customer enquiries, records management and administrative support to the nurses in the Walk-In Centre and administration within Community Health Centres. The successful applicants will demonstrate good customer service skills, have the ability to resolve issues and display good communication and liaison skills. Experience in administrative area would be an advantage but is not a requirement. Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: There are several permanent part-time positions available for filling, working 18.37 hours per week. The full-time salary noted above will be paid pro rata. An order of merit may be established to fill future temporary and permanent vacancies at level over the next 12 months, in both the Walk-In Centres as well as the Health Centres. Positions at this level may be required to work at different Community Health Centres as operational needs dictate. These positions are broad banded and the level/salary increment offered to successful applicants will be dependent on previous experience, knowledge and skills. Applicants are encouraged to contact the Contact Officer

for additional information relating to the broad banding arrangement. Selection may be based on application and referee reports only.

Contact Officer: Trudi Thompson (02) 6207 8912 trudi.thompson@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

Court Transport Unit

**Trainee Correctional Officer (upon successful completion of training a Correctional Officer Grade 1)
Correctional Officer Class 1 \$44,421 (Trainee Salary) \$60,694 - \$72,377 (salary only after successful completion of Training), Canberra (PN: 11332, several)**

Gazetted: 07 June 2018

Closing Date: 28 June 2018

Details: ACT Corrective Services, Canberra, is looking for people with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become Correctional Officers. An interest in community safety, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds, is essential. We are keen to hear from women and from Aboriginal and Torres Strait Islander people. Successful applicants will receive a training salary for the first nine weeks (\$44,421). The starting salary following this training period will range between \$60,694 and \$72,377 per annum, plus superannuation. All of the training you will require to work as a Correctional Officer will be provided during the first nine weeks of your employment. This includes everything from relevant legislation and policies, to report writing and dealing with challenging behaviours. You will complete the training with a genuine sense of accomplishment and confidence. You will also be supported to complete a fully funded, nationally recognised Certificate III in Correctional Practice during your first 12 months. Full time and casual opportunities available. All vacancies are based at the Court Transport Unit, Canberra City. ACT Corrective Services will be hosting an information evening for people interested in learning more about these opportunities. Senior ACT Correctives Services staff will team up with current Correctional Officers and staff from Community Corrections to talk about what it is like to work in a correctional environment. There will be plenty of opportunities to ask lots of questions. There will also be discreet opportunities to learn more about careers in corrections for women, young people and people from diverse backgrounds, as well as details about the training. The information session will be held at the Hellenic Club, Woden: 18:00pm – 19:30pm, Thursday 21 June 2018. REGISTRATION: You must register to attend the information session. Please telephone (02) 6205 1754 or email BSWDT@act.gov.au. For more information, please see the Frequently Asked Questions document available on the ACT Government jobs website.

Eligibility/Other Requirements: Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check and will be required to have a current Working with Vulnerable People Clearance upon commencement of the Training Course. Permanent and casual officers will be required to complete a Certificate III in Correctional Practice within the first 12 months. Current Correctional Officers of ACT Corrective Services will be required to undertake each stage of the recruitment process, including psychometric assessment; however, progression from one stage to the next is not assured and will depend on performance compared to all other candidates, including external candidates, assessed at each stage. To be eligible for permanent appointment, you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens). For casual employment this is not a requirement. A current driver's licence is also required. Note: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria; (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of your Driver's Licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor. Candidates who are not currently working may use an immediate past supervisor. Candidates who are self-employed may use two customers to whom they have provided a service in the last 18 months. The

recruitment process takes approximately three months. You will be notified if you do not progress from one stage to the next. There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment.

Contact Officer: John Plume (02) 6207 5673 john.plume@act.gov.au

Emergency Services

Governance and Logistics

Director, Governance and Logistics

Executive Level 1.2 \$211,059 - \$220,120 depending on current superannuation arrangements, Canberra (PN: E577)

Gazetted: 13 June 2018

Closing Date: 2 July 2018

Details: We are seeking applications from experienced senior executives to fill the role of Director, Governance and Logistics ESA.

The ACT Emergency Services Agency (ESA), an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory. The agency is led by a Commissioner and has four operational services:

ACT Ambulance Service (including SouthCare Aeromedical Rescue Service);

ACT Fire and Rescue;

ACT Rural Fire Service; and

ACT State Emergency Service.

The successful applicant will report directly to the ESA Commissioner and has responsibility for the management of a multi-discipline area that includes financial management, governance (including procurement and business services), fleet and logistics functions, and delivery of key projects under the ESA Strategic Reform Agenda program, including the Station Upgrade and Relocation Project (SURP). This position monitors ESA's financial position, including operating and capital budgets, and provides timely financial management advice to the ESA Commissioner, the Chief Officers and Directors.

This position also provides significant support in the delivery and implementation of ESA's strategic reforms through budget, financial management and performance reporting processes, with close focus on change implementation and benefits realisation. It is expected that applicant will be able to demonstrate a strong background in financial management, governance (including procurement and business services) and fleet and logistics management.

Remuneration: The position attracts a remuneration package ranging from \$211,059 to \$220,120 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,759. Please note, from 1 July 2018 the salary for this vacancy will increase in accordance with the ACT Remuneration Tribunal [Determination 3 of 2018](#).

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

Contact Officer: Enquiries should be directed to Dominic Lane (02) 6207 8383. dominic.lane@act.gov.au

ACT Corrective Services

Policy and Government

Ministerial Support Unit

Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 34780)

Gazetted: 12 June 2018

Closing Date: 24 June 2018

Details: ACT Corrective Services is seeking an experienced, highly motivated person to fill the role of Manger Senior Officer Grade B (SOGB), within the Ministerial Support Unit. The successful applicant will be responsible for developing and coordinating high level executive briefings for key strategic engagements and events, preparing

and reviewing material and leading and providing strategic direction and advice on agency matters, to ensure Government and Corrective Services goals and priorities are achieved. In addition, you will be required to undertake tasks related to the review and development of policy, liaising with the Minister's office and other external parties, ensuring responsiveness and timeliness in meeting deadlines and providing consistency of advice. To be successful, you will demonstrate significant experience in leadership, exceptional communication and interpersonal skills and an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: Relevant tertiary qualifications or equivalent experience would be desirable. The successful candidate will be required to undergo a criminal record check.

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

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Jon Peach (02) 6207 0879 jon.peach@act.gov.au

Community Safety

Security and Emergency Management

ACT Living Safe Together Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 21739)

Gazetted: 12 June 2018

Closing Date: 27 June 2018

Details: The Security and Emergency Management Branch (SEMB) within the Justice and Community Safety Directorate is expecting a vacancy for up to 12 months in the position of ACT Living Safe Together Coordinator. The ACT Living Safe Together Coordinator (the 'Coordinator') is responsible for developing policy and coordinating activities that are aimed toward Countering Violent Extremism (CVE) in the ACT. The Coordinator is responsible for chairing the ACT's CVE Intervention Panel and working closely with partners including the Department of Home Affairs, Australian Federal Police, ACT Policing, Health, Education and Community Services to manage CVE matters in the ACT. The Coordinator is also responsible for preparing the agenda and meeting papers for the ACT's CVE Steering Committee and contributing to CVE briefings for the ACT's security and emergency executive committees, and Cabinet. The successful applicant will have experience in case management and in developing and delivering policies and programs with a social or community focus. The ability to communicate effectively, think critically, conduct research, analysis and planning is necessary. Well-developed organisation, time management and written skills, including the ability to prepare plans, reports, meeting papers, Ministerial Briefs and Cabinet Papers is essential.

Eligibility/Other Requirements: The successful applicant will need to foster and maintain strong working relationships with CVE partners including the Commonwealth Government. The ability to acquire and maintain a minimum Negative Vetting 1 security clearance. 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

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

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

ACT Emergency Services Agency

People and Culture

ESA Training

Communications Training Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 43692)

Gazetted: 12 June 2018

Closing Date: 26 June 2018

Details: Applications are sought for the Communications Training Coordinator role based within the ACT Emergency Services Agency (ESA) Training unit. The Communications Training Coordinator will develop and maintain recruit induction, and ongoing training and development of communications centre staff; maintain and review all course documentation to required accreditation standards; develop and maintain a training calendar for communications staff; coordinate the human and physical resources required to deliver high quality training to communications centre staff.

Eligibility/Other Requirements: The successful candidate must hold the Certificate IV in Training and Assessment (TAE40110 or TAE40116) or higher level vocational education and training qualification. 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

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

How to apply: Please provide a pitch of no more than two pages describing how you will bring value to the role of Communications Training Coordinator. Please include a current resume/CV and the names and contact details of two referees. Selection may be based on application and referee reports only.

Contact Officer: Jeannie Cotterell (02) 6207 8608 jeannie.cotterell@act.gov.au

ACT Corrective Services

Community Based Corrections

Post Release Community Corrections and Parole

Team Leader, Community Corrections and Release Planning

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11208, several)

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: ACT Corrective Services (ACTCS) is pleased to offer an opportunity for an experienced individual to join Community Corrections as Probation and Parole Team Leaders. A career in Community Corrections is unlike any other in the public service and is challenging and genuinely rewarding. You are required to have an understanding of correctional issues such as assessing and managing high risk offenders, including those charged with domestic violence and sexual offences. You are also required to have an understanding of victim issues and community safety. You will be leading and managing teams and providing guidance, training and advice on case management practice. You will therefore be experienced in mentoring individuals and motivating teams. You will also be composing and editing complex written material, as well as ensuring the provision of high quality written and verbal advice to Courts and releasing authorities. Additionally, you will be required to manage a number of high risk offenders. The successful applicant will possess high level analytical, research and organisational skills, as well as an ability to adapt to new and challenging situations.

Eligibility/Other Requirements: Demonstrated experience working with offenders in the criminal justice system would be a distinct advantage. The successful candidate will be required to undergo a criminal record check and have a current driver's licence is essential. Relevant tertiary qualifications or management experience and a Certificate IV in Correctional Practice would be an advantage. Eligible candidates will be required to undergo a criminal history check and undertake psychological aptitude testing as part of the assessment process. 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.

Note: There are several temporary positions available for a period of 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Contact Officer: Tamara Graham (02) 6207 5935 tamara.graham@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

ACT NOWaste

Service Delivery

Contracts Inspector

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32479)

Gazetted: 13 June 2018

Closing Date: 27 June 2018

Details: The Contracts Inspector works within an operational contract management and procurement team within ACT NoWaste. The position reports to the Manager, Service Delivery Team. The Contracts Inspector provides contract administration to assist Senior Contract Management Officers, demonstrates rigour and expertise in performing field inspections and audits, monitors and reports against contract compliance and understands the purpose and intent of performance based contract management to achieve quality outcomes. ACT NoWaste are looking for someone who can interpret and apply legislation, prepare evidentiary reports and make recommendations to ensure contract compliance and provides advice to operational staff, senior management, and internal and external stakeholders. This role requires attention to detail, excellent communication and organisational skills (oral, written, interpersonal and negotiation) and the ability to work across a variety of work environments.

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

Applicants are asked to submit a response to the selection criteria, of no more than two pages with a copy of your current Curriculum Vitae including two referees.

Contact Officer: Jason Rose (02) 6205 0721 jason.rose@act.gov.au

ACTION Tuggeranong Depot

Depot Business Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: A01531)

Gazetted: 13 June 2018

Closing Date: 20 June 2018

Details: ACTION is responsible for the provision of bus services to the ACT community, and is particularly focussed on customer service and sustainable transport outcomes, through safe bus operations. ACTION employs over 700 staff and is responsible for significant capital assets through bus fleet, depots and workshops. The Depot Business Support Officer is a critical role within the administration team. This position is responsible for the handling of all lost property matters including recording lost items in the Access data base. The position also involves various general administration functions including the maintenance of cash deposit machines, reconciling reports on coin delivery, cash collection and ordering. In order to carry out the tasks associated with this position, knowledge of the Public Transport Industry, specifically bus operations, is desirable.

Contact Officer: Wayne Lange (02) 6207 7818 wayne.lange@act.gov.au

Transport Canberra

Public Transport Operations

Network Systems and Service Performance

Senior Transport Scheduler

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: A20164)

Gazetted: 12 June 2018

Closing Date: 19 June 2018

Details: Transport Canberra is seeking a motivated and enthusiastic individual to join the team as a Senior Transport Scheduler. Reporting to the Senior Manager of Network Systems and Service Performance, this role will play an active role in planning, scheduling and delivering an expanded public transport network for Canberra. Applicants will need to be able to demonstrate that they have a good eye for detail, suitable experience and background in public transport operations and systems. They must also be able to work in a fast paced environment and react well to ongoing change. Transport Canberra and City Services (TCCS) 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. How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current Curriculum Vitae.

Joint Selection Committee Process 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: Peter Steele (02) 6205 2179 peter.steele@act.gov.au

Chief Operating Officer Group

Innovation and Customer Experience

Customer Insights Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34453)

Gazetted: 07 June 2018

Closing Date: 14 June 2018

Details: Are you passionate about representing the Voice of the Customer? Are you experienced in designing and delivering customer research and insights programs? Can you synthesise data, identify trends and translate these to actionable insights? Transport Canberra and City Services (TCCS) are looking for an experienced Customer Insights Manager to develop and execute an insights program to understand our customer's needs, expectations and satisfaction. To be successful you will be skilled in research methodology, survey design and using data visualisation tools to share customer stories. You will be an expert communicator with professional presentation and negotiation skills to influence strategic directions that improve customer experience. You will collaborate across the Directorate to understand business needs, share insights and be a strong advocate for evidence-based, customer-centric decisions to support our mission to provide connected services for the people of Canberra.

How to Apply: Applicants are required to address the selection criteria individually, with no more than 300 words per criteria.

Contact Officer: Judi Hubner (02) 6207 5069 judi.hubner@act.gov.au

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

Chief Operating Officer

Communications

Corporate Communications

Web and Digital Communications Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 44067)

Gazetted: 07 June 2018

Closing Date: 21 June 2018

Details: Transport Canberra and City Services (TCCS) runs two of the top ten ACT government websites and is increasing its digital service offerings. We are looking for an experienced Web Manager to take a lead role in projects to redevelop our websites TCCS.gov.au, transport.gov.au and our intranet, work with the business to build real-time digital services, and improve our online and social media communications. Ideally you'll also have a good understanding of UI and UX. You'll manage a small team and work across the branch to positively influence our social media strategy and manage its daily use, and collaborate on web content, digital communications methodologies and tools.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in Communications a related field, or significant experience in delivering digital communications and strategic communications more generally, preferably in a government environment; a current driver's licence and experience in using and administering content management systems such as Drupal, Squiz Matrix, or SharePoint.

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

Contact Officer: Lachlan Leslie (02) 6207 6832 lachlan.leslie@act.gov.au

Suburban Land Agency

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

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

Finance

Financial Controller

Senior Officer Grade A \$137,415, Canberra (PN: 36431)

Gazetted: 07 June 2018

Closing Date: 14 June 2018

Details: The Suburban Land Agency is seeking applications from talented commercially minded financial professionals with the aptitude to adhere to Government requirements, to join the Finance team as the Financial Controller. The team provides financial support and strategic advice to the Board, Senior Executives and Management within the organisation. The Financial Controller is a key leadership role within the Finance Branch, having carriage of both the Corporate Finance and Project Accounting teams. Reporting to the Chief Financial Officer, the Financial Controller has a broad range of responsibilities, ranging from overseeing key accountabilities including internal and external budgeting and financial management, annual financial statements and implementing policies. The position will also be responsible for monitoring and management of cash flow, assets, liabilities and major infrastructure projects as well as ensuring compliance with legislation, accounting standards, professional ethical standards, guidelines and policies and ensuring that statutory reporting requirements are met. The role will be required to lead, develop and mentor staff to nurture a client focused culture. We look forward to hearing from any experienced financial professionals, with financial and project accounting experience, and the ability to inspire a team operating in a dynamic environment.

Eligibility/ Other Requirements: Mandatory: Member of a professional accounting body in Australia, either the Chartered Accountants Australia and New Zealand or Certified Practising Accountant (CPA) Australia; demonstrated experience in driving business improvement via, business and project management control systems and cultural change; demonstrated experience in effectively leading a team; highly developed skills in developing and communicating financial results to inform decision making by Executive Management teams and/or Boards. Desirable: Advanced skills using financial management information systems, experience with Oracle and TM1 will be highly regarded. Experience in a senior finance role in the lan/property development industry.

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under Activity Base Working (ABW) arrangements officers will not have a designated workstation/desk.

Contact Officer: Joey Lee (02) 6205 3367 joey.lee@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Nathan Brown 858-51153, Section 68(1), 12 June 2018

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

Vidhi Saxena 858-51575, Section 68(1), 12 June 2018

Education

Professional Officer Class 2 \$79,824 - \$91,356

Gary Absalom 848-77984, Section 68(1), 7 June 2018

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

Bronwyn Hatherly 820-98768, Section 68(1), 8 June 2018

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

Glen Howard 843-25688, Section 68(1), 8 June 2018

School Assistant 3 \$51,053 - \$54,947

MayLin Singer 843-47617, Section 68(1), 12 June 2018

School Assistant 3 \$51,053 - \$54,947

Eleni Renee Velanis 843-36651, Section 68(1), 12 June 2018

Health

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

Karen Burgess 858-52041, Section 68(1), 25 June 2018

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

Leana De Bruin 845-03077, Section 68(1), 7 June 2018

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

Eberechi Efeoma 848-85191, Section 68(1), 5 July 2018

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

Shymol Jose 858-51911, Section 68(1), 2 July 2018

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

Joby Joseph 847-02930, Section 68(1), 17 July 2018

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

Tuija Kamppi 858-52092, Section 68(1), 2 July 2018

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

Shannyn Laird 858-51786, Section 68(1), 7 June 2018

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

Jisha Mathews 858-52017, Section 68(1), 17 July 2018

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

Finbarr McIntyre 840-50282, Section 68(1), 14 June 2018

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

Vernelie Mendoza 858-52156, Section 68(1), 2 July 2018

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

Karina Neve 858-51137, Section 68(1), 3 June 2018

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

Brooke Peelgrane 858-51591, Section 68(1), 14 June 2018

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

Faye Salcedo 853-62296, Section 68(1), 5 July 2018

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

Lynda Sione 853-63782, Section 68(1), 16 June 2018

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

Amanda Thies 858-52404, Section 68(1), 15 June 2018

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

Amy Unicomb 857-91381, Section 68(1), 25 June 2018

Senior Officer Grade A \$137,415

Kylie Wright 858-51903, Section 68(1), 14 June 2018

Justice and Community Safety

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

Xin Dong 858-52199, Section 68(1), 31 May 2018

Transport Canberra and City Services

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

Kylie Angus 858-52332, Section 68(1), 12 June 2018

TRANSFERS

Health

Caroline Holmes: 847-00695

From: Health Professional Level 2 \$61,784

Health

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

Health, Canberra (PN. 26541) (Gazetted 5 April 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Access Canberra

Transport Regulation

Road User Service

Tyson Brown: 853-60389

From: Administrative Services Officer Class 1 \$47,088 - \$51,800

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 15419)

This Promotion is made in accordance with Section 106(5) Division 5.7 Part 5 of the Public Sector Management Act 1994.

Access Canberra

Registration and Fair Trade

Business and Industry Licensing

Diana Ciuffetelli: 853-56689

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 45681)

This Promotion is made in accordance with Section 106(5) Division 5.7 Part 5 of the Public Sector Management Act 1994.

Policy and Cabinet

Strategic Policy

Infrastructure, Environmental and Social Strategic Policy

David Clapham: 827-62294

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. 35279) (Gazetted 28 March 2018)

Shared Services

Information and Communications Technology

Business Application Management

John Cordie: 844-83555

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

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 19675) (Gazetted 13 March 2018)

Workplace Safety and Industrial Relations Division

Regulatory Policy Branch

Rosemary Cranney: 827-26752

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37072) (Gazetted 24 April 2018)

Access Canberra

Parking Operations

Janice Spalding: 827-57751

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 26942) (Gazetted 16 April 2018)

Education

School Performance and Improvement

North and Gungahlin Network

Palmerston District Primary School

Sonya Campbell: 734-50096

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

Education

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

Education, Canberra (PN. 38929) (Gazetted 23 March 2018)

School Performance and Improvement

South and Weston Network

Canberra College and Narrabundah College

Kerri Morrison: 820-73835

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

Education Directorate

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

Education, Canberra (PN. 31613) (Gazetted 30 April 2018)

School Performance and Improvement

South and Weston Network

Canberra College and Narrabundah College

Samantha Moss: 827-41442

From: School Assistant 2/3 \$45,058 - \$54,947

Education

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

Education, Canberra (PN. 00129) (Gazetted 30 April 2018)

School Performance and Improvement

North and Gungahlin Network

Gungahlin College

Andrew Samuel: 785-55428

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

Education

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Education, Canberra (PN. 36439) (Gazetted 6 December 2017)

Environment, Planning and Sustainable Development

Land, Strategy and Environment

Planning, Land and Building Policy

Land Supply and Building Policy

Jessica Ellen Hanigan: 789-1145

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

Environment, Planning and Sustainable Development Directorate

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

Environment, Planning and Sustainable Development, Canberra (PN. 40337) (Gazetted 6 April 2018)

Chief Operating Officer

People and Capability

Sharmila Khinda: 853-50826

From: Administrative Services Officer Class 1 \$47,088 - \$51,800

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 40723)

This Promotion is made in accordance with Part 5 Division 5.7 Section 106(5) of the Public Sector Management Act 1994.

Environment

Heritage

Fiona Moore: 820-98602

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$137,415

Environment, Planning and Sustainable Development, Canberra (PN. 03858) (Gazetted 28 November 2017)

Planning Delivery

Planning Support

Anna Musgrove: 844-01628

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

Chief Minister, Treasury and Economic Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15952) (Gazetted 8 June 2017)

Planning Policy

Strategic Planning

Major Projects

Nicholas James Wales: 848-78020

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 11529) (Gazetted 9 February 2018)

Health

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Emilie Clarke: 842-89410

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

Health

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

Health, Canberra (PN. 40174) (Gazetted 5 April 2018)

Canberra Hospital and Health Service

Surgery and Oral Health

Clair Collins: 771-96494

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

Health

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

Health, Canberra (PN. 22381) (Gazetted 6 July 2017)

UC Public Hospital

Deborah Hood: 827-10312

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

Health

To: †Registered Nurse Level 4.1 \$114,377

Health, Canberra (PN. 15950) (Gazetted 11 January 2018)

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Mercy Lukose: 834-4853**

From: Registered Nurse Level 2 \$88,249 - \$93,533
Health
To: †Registered Nurse Level 3.2 \$114,377
Health, Canberra (PN. 34366) (Gazetted 12 October 2017)

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Melinda Symon: 834-51412**

From: Health Professional Level 2 \$61,784 - \$84,816
Health
To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health, Canberra (PN. 40157) (Gazetted 5 April 2018)

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Natasha Synnott: 834-52570**

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health
To: †Health Professional Level 4 \$100,462 - \$108,140
Health, Canberra (PN. 20293) (Gazetted 12 April 2018)

Justice and Community Safety

**Corporate
Strategic Finance
Kitt Meih Wong: 817-3926**

From: Senior Officer Grade B \$118,319 - \$133,197
Justice and Community Safety
To: †Senior Professional Officer Grade A \$137,415
Justice and Community Safety, Canberra (PN. 40304) (Gazetted 6 April 2018)

Suburban Land Agency

**Suburban Land Agency
Urban Project Sales and Marketing
Estate Management
David Hickey: 260-73558**

From: General Services Officer Level 10 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development
To: Senior Officer Grade C \$100,462 - \$108,140
Suburban Land Agency, Canberra (PN. 40357) (Gazetted 9 April 2018)