



ACT Government Gazette

Gazetted Notices for the week beginning 30 August 2018

VACANCIES

ACT Audit Office

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 Auditor General

Auditor General, \$304,474 as per determination 4 of the ACT Remuneration Tribunal, Canberra (18/322)

Gazetted: 6 September 2018

Closing Date: 28 September 2018

The ACT Auditor-General is an independent statutory officer of the ACT Legislative Assembly. The ACT community and Assembly Members rely on the Auditor-General to provide assurance on the appropriateness of public expenditure and the performance of Territory agencies. The Auditor-General leads a team of around 30 people and has complete independence from government in determining the audit program, what to audit, how to audit and what to report. With the retirement of the former incumbent, the Speaker of the Legislative Assembly invites applications for the full-time position of Auditor-General. The [Auditor-General Act 1996](#) sets out eligibility criteria for appointment for a seven year period. Extensive knowledge of and experience in governance and risk management or public administration is mandatory. To succeed, high order leadership, communication, negotiation, representational and interpersonal skills are fundamental requirements. Remuneration and other entitlements for the position are determined by the ACT Remuneration Tribunal which can be found [here](#). How to Apply: Before applying, potential candidates must request detailed position information, quoting reference number 18/322, from moiya.ford@fordkelly.com.au.

Contract: A term appointment of up to seven years is available.

Note: This position was advertised in March 2018. Previous applicants may re-apply.

Contract Office: Moiya Ford moiya.ford@fordkelly.com.au

Performance Audit

Senior Auditor - Performance Audit

Audit Band 1 - Senior Auditor \$80,614 - \$98,171, Canberra (PN: 11185)

Gazetted: 30 August 2018

Closing Date: 18 September 2018

Details: The Audit Office is seeking people with the highest levels of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills to join the Performance Audit team. The Senior Auditor will be responsible for assisting in planning, managing, conducting, and reporting performance audits and reviews of the operations of ACT public sector entities. The Senior Auditor will also undertake client relationship management, corporate and administrative tasks as directed. The Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. The Senior Auditor should have an awareness, understanding and commitment to the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. For further information about this position please contact the Contact Officer.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. Position of Trust: All ACT employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a

Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Note: As a Senior Auditor you will receive a salary between \$80 614 to \$98 171 (plus an employer superannuation contribution) depending on your skills and experience.

Contact Officer: Caroline Smith (02) 6207 7829 caroline.smith@act.gov.au

Performance Audit

Senior Audit Manager - Performance Audit

Senior Audit Manager \$118,467 - \$137,415, Canberra (PN: 42801)

Gazetted: 31 August 2018

Closing Date: 18 September 2018

Details: The Audit Office is seeking people with the highest levels of personal integrity and excellent analytical, research, investigatory, communication and interpersonal skills to join the Performance Audit team. The Senior Audit Manager will be responsible for: Planning, managing, conducting and reporting the results of performance audits and other reviews and investigations of the operations of ACT public sector entities; managing staff, including providing mentoring and support; managing relationships with auditees and other stakeholders; and providing professional and technical advice on a range of performance audit issues. The Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. The Senior Audit Manager should have an awareness, understanding and commitment to the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles. The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this the Audit Office undertakes a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*. For further information on this position, please contact the Contact Officer.

Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable. All applicants must be fluent in English. Position of Trust: All ACT employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, if you are selected for this position you will be required to gain and maintain a Baseline National Security Clearance. If this clearance is not successful, your employment in the role will not commence or, if already commenced, will be terminated.

Note: As a Senior Audit Manager you will receive a salary between \$118 467 to \$137 415 (plus an employer superannuation contribution) depending on your skills and experience.

Contact Officer: Caroline Smith (02) 6207 7829 caroline.smith@act.gov.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

CIT Health, Community and Science

CIT Health, Community and Science Management

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41151)

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: Reporting to the Director of CIT College of Health, Community and Science, this position will have a critical role in tracking, monitoring progress and identifying issues for the College and key internal and external stakeholders. Coordinate and contribute to the management of a range of projects and project teams as required by the College Director. In Consultation with relevant stakeholders design and develop systems and processes to facilitate the work of teams and ensure appropriate records, statistics, and case notes are maintained. Monitor and evaluate outcomes, in consultation with other teams where applicable. Undertake research and reporting concerning College operations and projects outcomes as required by the College Director. 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.

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

Chief Minister, Treasury and Economic Development

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

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

Commercial Services Infrastructure

Infrastructure Finance and Capital Works

Health Infrastructure Branch

Project Officer

Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 36230)

Gazetted: 31 August 2018

Closing Date: 10 September 2018

Details: Have you ever wanted to be part of a team delivering multi-million dollar social infrastructure projects, working with a diverse range of people? Do you have project, risk and contract management knowledge for the procurement and delivery of medium to high risk architectural, engineering or construction related services. Then you could be the person that we are looking for! The successful applicant will need to have a proven ability to assist in the delivery infrastructure projects within time, cost and scope targets and multi task the technically complex aspects of project delivery in a dynamic environment. If you can engage with a diverse range of people (both in writing and orally) please put in an application as we would love to meet you. This is a significant and important role that engages with stakeholders across our community and provides the opportunity to truly make a difference for the ACT and surrounding region. 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 12 months with the possibility of extension. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Interested candidates should submit no more than an 800 word pitch addressing the selection criteria with an attached Curriculum Vitae including details for two referee contacts

Contact Officer: Babita Busic (02) 6207 0121 babita.busic@act.gov.au

Workforce Capability and Governance

Executive

Executive Officer to Deputy Director General

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42022)

Gazetted: 04 September 2018

Closing Date: 11 September 2018

Details: Is coordination your thing? Are you a strong networker? The Workforce Capability and Governance Division is seeking a highly motivated and organised executive officer to support the Deputy Director General in a range of areas including Government business coordination, gatekeeping, and administrative advice and support. You will get the opportunity to liaise across the ACT Public Service and with Ministerial staff on a broad range of issues, some of them sensitive. You will also be providing support to the Part-time Public Sector Standards Commissioner and two further Directors.

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

How to Apply: Please provide a Curriculum Vitae (CV) and a short statement, no more than two pages, telling us a bit about yourself, including past relevant experience and achievements. This position may be filled from applications, CV and referee reports.

Contact Officer: Meredith Whitten (02) 6205 5147 meredith.whitten@act.gov.au

Commercial Services and Infrastructure

Procurement, Property and Venues

ACT Property Group

Procurement and Response Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 11288)

Gazetted: 31 August 2018

Closing Date: 14 September 2018

Details: Enjoy working in a diverse, fast paced, customer service environment? Want to learn more about how the ACT Government maintains its properties? This is your opportunity to join ACT Property Group's Response Centre and Contract Management Team! ACT Property Group (ACTPG) are looking for dedicated and professional individuals, who enjoy providing excellent customer service to join our Response Centre and Contract Management Team. The Response Centre operates between 7.30am and 5pm - five days a week providing a first point of contact for ACTPG clients and creating work orders for any maintenance issues. You will be responsible for leading the team and providing procurement assistance to the Contract Manager. Sound like fun? Apply Now!

Note: An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Andrew De Boni (02) 6213 0701 andrew.deboni@act.gov.au

Economic Development

VisitCanberra and Events ACT

Marketing

Content Marketing Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 16867)

Gazetted: 05 September 2018

Closing Date: 12 September 2018

Details: As the Content Marketing Officer at VisitCanberra, we encourage you to take the reins of our content and social media strategies and play a leading role in driving the growth of Canberra as a leisure destination. You will work alongside the Content Media Manager as an Editor-in-Chief for our content and use your creative copywriting skills to ensure all content not only builds our audience, but moves the destination forward and where possible results in conversion to visit Canberra or attend an event in Canberra. You will attend local networking functions and events to represent VisitCanberra, build and maintain relationships with industry and gather interesting and exclusive content to share across our channels. Using your newly acquired knowledge, you'll ensure our content plan is created and executed like clockwork to deliver immediate results. Reporting using a variety of monitoring tools and platforms will be a must to assess what content is performing well and enabling the team to achieve our marketing objectives.

Note: This is a permanent position, commencing immediately. Selection may be based on application and referee reports only.

How to Apply: If this sounds like you, please send your Curriculum Vitae and an application. Applications should address the Selection Criteria and be no longer than three pages telling us why you are the right person for the job.

Contact Officer: Helena Cataldo (02) 6205 1885 helena.cataldo@act.gov.au

Shared Services

Commercial Services

Record Services

Service Desk Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 05755)

Gazetted: 04 September 2018

Closing Date: 11 September 2018

Details: Record Services is a business unit of Partnership Services Group that provides a full range of records management and mail room/courier activities to the majority of the ACT Government Directorates. Record Services is currently seeking a highly organised individual to fill the role of Service Desk Support Officer. The successful candidate will have the skills to provide high level customer service and the ability to provide expert advice and guidance on Record Services processes and policies to customers. Ability to create and maintain records by inputting data into the Service Desk systems accurately within the agreed timeframes and assist in the day to day running of the business through undertaking business support functions and project work. 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 manual handling work environment and occasional lifting may be required.

How to Apply: Applicants must ensure they provide a completed Application Coversheet; a personal pitch of no more than two pages outlining their experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; your current Curriculum Vitae and details of two referees.

Contact Officer: Daren Stinson (02) 6207 1195 daren.stinson@act.gov.au

Shared Services ICT

Technology Services

Service Assurance

Asset Coordinator

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 05135)

Gazetted: 04 September 2018

Closing Date: 11 September 2018

Details: Service Assurance Refresh Team is seeking a highly motivated candidate who will, under limited direction, co-ordinate and assist in the life-cycle management of ICT assets within all ACT Government Directorates. The successful candidate will liaise with users/clients and provide advice on a range of application information and assist in the development and maintenance of ACT Government assets. Experience in liaising with stakeholders and ICT asset lifecycle management would be advantageous.

Note: Selection may be selected on application only.

How to Apply: After reviewing the "What you will do" and "What you require" sections in the Position Description, please provide a two page written response that provides evidence of your capabilities. Include examples that clearly demonstrate relevant past experience, skills, knowledge and behavioural capabilities.

Contact Officer: Sandra O'Rourke (02) 6207 7924 sandra.o'rourke@act.gov.au

Access Canberra

Customer Coordination

Applications and Approvals

Customer Service Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 15277, several)

Gazetted: 30 August 2018

Closing Date: 6 September 2018

Details: The Applications and Approvals team is currently seeking a highly motivated individual for the role of Customer Service Officer. The successful applicant/s will provide high quality customer service to clients and members of the public in relation to planning, development, building and related regulatory and operational activities. This can include answering calls via the Customer Service Contact Centre and working on a public counter, assisting in the resolution of issues that arise in the lodgement of development and building applications, construction occupations licensing applications and other associated processes. Other duties include scanning and/or uploading documents and plans into the electronic filing system, maintaining paper and electronic records, preparation of routine less complex correspondence and receiving public money. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive

workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does not involve direct supervision of personnel.

Contact Officer: Steve Bowen (02) 6207 6955 steve.bowen@act.gov.au

Finance and Budget

Budget Coordination and Reporting

Director, Budget Coordination and Reporting

Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E411, expected vacancy)

Gazetted: 31 August 2018

Closing Date: 14 September 2018

Details: We would like to engage an outstanding executive to the position of Director, Budget Co-ordination and Reporting, Chief Minister, Treasury and Economics. As Director, Budget Coordination and Reporting you will lead a branch responsible for providing strategic advice on the Government's financial position, and the co-ordination and development of the Government's Budget. You will also produce and analyse the Government's financial outcome reporting for the Government and other stakeholders and provide advice to agencies across government on various financial issues. The Director is a key member of Treasury's senior executive team. Applicants require a track record of success in developing and implementing public sector treasury and fiscal management strategies, together with outstanding leadership and wider resource management expertise. You should have a strong focus on results and be experienced in maintaining effective working relationships with stakeholders.

Eligibility/Other Requirements: Relevant tertiary qualifications are expected.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

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 contact officer, Mark Whybrow mark.whybrow@act.gov.au (02) 6207 7879

Shared Services ICT

Strategic Business

Project Front Door

Senior Manager Project Front Door

Senior Officer Grade A \$137,415, Canberra (PN: 00046)

Gazetted: 31 August 2018

Closing Date: 14 September 2018

Details: Shared Services Information and Communication Technology (ICT) Strategic Business are seeking a motivated Senior Manager to lead the Projects Front Door team in assisting Directorates identify ICT related solutions to address business needs. The service the team provides is preliminary scoping and assessment, assisting clients to decide on next steps and advising on how to best move forward considering the outcomes of the assessment. As well as providing leadership and direction to the team, this role is also responsible for establishing and managing relationships with key stakeholders, customers and suppliers. 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.

Contact Officer: Ula Martin (02) 6205 6536 ula.martin@act.gov.au

Economic Development

VisitCanberra and Events ACT

Marketing

Campaign Marketing Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39118, Several)

Gazetted: 05 September 2018

Closing Date: 21 September 2018

Details: As a Campaign Marketing Manager at Visit Canberra, we encourage you to play a leading role in developing, executing and evaluating tactical campaigns and partnerships, designed to build pride and advocacy of Canberra and drive the growth of Canberra as a leisure destination. Working from ideation to evaluation, you will have endless opportunities to put your creativity, strategic outlook and organisational skills to the test as you lead project teams across public relations, web and graphic design to execute multi-channel local, national and international campaigns and programs on time and within budget. Your ability to hit the ground running and effectively manage your time will be a key asset in this role as you work closely with creative and media buying agencies, partners, sponsors and internal stakeholders to deliver multiple projects at a time. You will attend local networking functions and events to represent VisitCanberra and establish relationships with industry, stakeholders and partners to develop a strong understanding of Canberra's tourism and events industry needs and how we can work together. Sharing success is a big thing. You will work with the market research and content teams to evaluate and prepare reports on your campaigns, marketing based partnership activity and marketing projects to help identify and celebrate our wins and guide the development of future marketing activity.

Note: These are temporary positions available immediately for nine months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: If this sounds like you, please send your Curriculum Vitae and an application. Applications should address the Selection Criteria and be no longer than three pages telling us why you are the right person for the job.

Contact Officer: Helena Cataldo (02) 6205 1885 helena.cataldo@act.gov.au

Access Canberra

Projects, Governance and Support

Work Health and Safety Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41202)

Gazetted: 31 August 2018

Closing Date: 14 September 2018

Details: The Work Health and Safety Coordinator will be responsible for supporting Access Canberra to keep our people safe at work by providing Work Health and Safety (WHS) support and services to the whole organisation. The role is interesting in its variety; one day you may be providing secretariat support to the WHS committee and the next you might be working with Parking Operations on their WHS risk management while out in the field. If this sounds like the job for you please ring the contact officer for a chat, and apply. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A Certificate IV in WHS, equivalent experience or the ability to obtain this qualification is desirable.

How to Apply: Please review the position description for details about the role and associated responsibilities. Please submit a written application, of no more than two pages, responding to the two statements below, and provide contact details of at least two referees and current curriculum vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria. Your pitch should indicate your capacity to perform the duties and responsibilities at the specified classification. 1.Detail your greatest achievements 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.

Contact Officer: Jerome Freestone (02) 6207 7783 jerome.freestone@act.gov.au

Community Services

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

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

Children , Youth and Families

Child and Youth Protection Services

Executive Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 07518)

Gazetted: 30 August 2018

Closing Date: 13 September 2018

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

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

Contact Officer: Johanne Beirne (02) 6207 6713 johanne.beirne@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Training and Development Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38095)

Gazetted: 30 August 2018

Closing Date: 10 September 2018

Details: We have an opportunity for a skilled administrator to join the Training and Workforce Development Team. This role is responsible for the organising of training sessions including the liaison with facilitators, managing of class lists, booking venues, generating reports, production of participant folders and assisting the Training and Workforce Development Team with other administrative and logistical support. This role requires strong organisational and positive stakeholder engagement skills. The Administrative Services Officer Class 4 Training and Workforce Development Administration Officer role is responsible for supporting the Training and Workforce Development team in achieving the design, development and delivery of Child and Youth Protection Services (CYPS) operational training programs and projects.

Eligibility/Other Requirements: Experience of working in a Human Services environment is preferred and demonstrated strong stakeholder engagement skills is essential.

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

Contact Officer: Natalie Bowman (02) 6205 4266 natalie.bowman@act.gov.au

Housing ACT

Strategy and Viability

Insights and Analytics

Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 00029)

Gazetted: 04 September 2018

Closing Date: 4 October 2018

Details: Housing ACT is looking for a qualified professional to join the Insights and Analytics team and contribute to the development of the organisation's information and data framework. Insights and Analytics is a newly established team, created to build the capability of Housing ACT deliver evidence-based services for our clients, and to empower our clients and community partners by creating discoverable, accessible and usable data channels. The successful candidate will need to work in partnership with policy, operational and business systems support teams to build the data maturity of our organisation and contribute to our vision to deliver strategic information. Candidates who are able to demonstrate experience in managing diverse stakeholder relationships and promoting the value of data informed policy, service design and practice are highly desirable.

Note: This position is permanent and full-time. The opportunity to take up the position on a part-time or fixed term contract arrangement may be negotiated.

Contact Officer: Anne Jenkins (02) 6205 0082 anne.jenkins@act.gov.au

Child Youth and families

Child and Youth Protection Services

Training and Workforce Development

Training and Development Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38094)

Gazetted: 31 August 2018

Closing Date: 19 September 2018

Details: The Training and Development Officer is responsible for designing, developing and delivering operational training programs and projects as part of a cohesive and structured approach Child and Youth Protection Services (CYPS) learning. The position is responsible for delivering tools, information packages and learning resources that embed organisation policy into practice. The role will demonstrate strong leadership behaviours that build trust and collaboration to develop resources with subject matter experts enabling CYPS to continue to grow capability to meet statutory obligations and deliver on our strategy of creating a continuum of care for our clients.

Eligibility/Other Requirements: Strong experience in developing and/or delivering learning resources and a demonstrated understanding of a human services work environment are sought.

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

Contact Officer: Larissa Sellars (02) 6207 6643 larissa.sellars@act.gov.au

Education

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

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

School Performance and Improvement

School Improvement

School Improvement

Executive Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40290)

Gazetted: 04 September 2018

Closing Date: 11 September 2018

Details: The Executive Director, School Improvement needs executive support! There are bills to pay, phones to answer, diaries to manage, papers to circulate - and that's just on a Monday! The work involves all the usual administrative tasks, from finance to diary management, travel and accommodation, meeting preparation and always an opportunity to learn new things. If you're good at juggling, have an eye for detail and a willingness to jump in and try new things, this may be the job for you. The position of Executive Support Officer provides high level executive administrative support to the Executive Director, School Improvement and the School Improvement Branch. The applicant will require excellent oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders and members of the public. The position requires a flexible and adaptable approach to tasking to ensure the work of the Executive Director progresses in a timely and efficient manner. Duties to be undertaken with minimal direction include, but are not limited to: provide high level confidential executive support to the Executive Director through management of the Executive Director's diary and ensuring relevant information and papers are provided for all meetings and functions; coordinate and organise meetings; prepare correspondence; screen and appropriately handle incoming calls and finance duties for the School Improvement Branch.

Note: This is a temporary position available ASAP until 7 November 2018.

How to Apply: Please send an expression of interest of no more than two pages, along with your CV stating your claim to the position.

Applications can be sent directly to the Contact Officer.

Contact Officer: Melanie Bezeal (02) 6207 1416 melanie.bezeal@act.gov.au

School Performance and Improvement

Belconnen Network

Canberra High School

Building Services Officer 2

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 39632)

Gazetted: 30 August 2018

Closing Date: 6 September 2018

Details: Canberra High School is seeking a self-motivated person with initiative to fill the position of Building Services Officer. This person will support the Business Manager under limited supervision to assume responsibility for the security of the school buildings, furniture, fittings and equipment; manage maintenance repairs to the school buildings and carry out daily grounds maintenance. The successful applicant will undertake regular inspections to determine priorities, perform, organise and oversee repairs, support the school master plan initiatives as required, and provide support to the school's sustainability whilst ensuring all Directorate Safety Policies and procedures are followed. The successful applicant will be required to communicate effectively with members of the school community and to supervise contractors and conduct Work Health and Safety (WHS) inductions.

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

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

Contact Officer: Robyn Tilley (02) 6142 0800 robyn.tilley@ed.act.edu.au

School Performance and Improvement

North Gungahlin Network

Harrison School

Technology Assistant

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 40590)

Gazetted: 04 September 2018

Closing Date: 11 September 2018

Details: Harrison School is seeking applications for an experience Technology Assistant to work within a team and have knowledge in the technology area practices. This position will include preparation of materials to support lessons, manage maintenance of machinery, stock control, assist in purchasing of consumable equipment, obtain quotes and business planning and improvement. The successful applicant will be expected to follow Work, Health and Safety guidelines at all time and maintain a clean and safe work environment at Harrison School. The occupant is expected to be proactive and exercise judgement in the workplace.

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

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Hawker School

Administrative Assistant

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 41130)

Gazetted: 04 September 2018

Closing Date: 11 September 2018

Details: Hawker School is seeking applicants with outstanding skills and experience to work as part of a collaborative team in the front office. The position requires a flexible, passionate and motivated individual to provide high-level administrative and front reception support with highly developed skills and abilities. The

successful applicant will have proven excellence in customer service and demonstrated high level competence in time management, managing and prioritising administrative tasks and be highly proficient in the use of a variety of computer applications. Under the direction of the Business Manager the successful applicant will undertake a variety of front reception and general office duties including assisting in the planning and coordinating of school excursions and general receipting, records management and performing first aid to staff and students.

Note: This is a permanent position available at 31.15 hours per week. Selection may be made from application and referee reports only.

Contact Officer: Mandy Kalyvas (02) 6205 7733 mandy.kalyvas@ed.act.edu.au

Business Services

People and Performance

Employee Relations

Assistant Manager Employee Relations

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 02323)

Gazetted: 31 August 2018

Closing Date: 10 September 2018

Details: Expressions of interest are sought from suitably experienced individuals' interested in a challenging and diverse role within the Employee Relations team. The team provides high level advice and support to executive, principals, managers and staff on a range of complex employment matters. The Successful applicant will have relevant HR experience, knowledge of the relevant legislation, possess high level written and oral communication skills and demonstrate the ability to exercise sound judgement and problem solving skills related to sensitive and complex employee issues. Of equal importance is the ability to manage competing priorities and complex stakeholder relationships while demonstrating a commitment to the ACT Public Service Values and Signature Behaviours, workplace respect, equity and diversity work practices and workplace health and safety principles. Eligibility/Other Requirements: Relevant HR management qualifications and an understanding of the education environment would be well regarded.

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

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

Contact Officer: Nicole Taylor (02) 6207 5073 nicole.n.taylor@act.gov.au

Environment, Planning and Sustainable Development

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

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

Climate Change and Sustainability

Carbon Neutral Government

Program Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 04359)

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: A great opportunity exists for a motivated and experienced data person for a service focussed role. The Carbon Neutral Government team is looking for a flexible, responsive, collaborative and self-directed officer (data management) who is motivated to work within in a fast paced environment. The successful applicant will be responsible for delivering a high quality service to ACT Government stakeholders and assisting with the maintenance of the Enterprise Sustainability Platform (a Whole of ACT Government database containing energy, water and fuel consumption, cost and emissions data). This will include setting up and maintaining data and improving data management, assisting ACT government agencies in accessing, analysing and reporting data, developing and administering user training workshops, and supporting contract and budget management.

Eligibility/Other Requirements: This position requires demonstrated experience working with spreadsheets and databases to collect, store and analyse large and complex data sets, strong analytical skills, attention to detail and accuracy.

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.

Contact Officer: Paul Sutton (02) 6207 0270 paul.sutton@act.gov.au

Land Strategy and Environment

Building Policy

Policy Officer

Administrative Services Officer Class 5 - Senior Officer Grade C \$74,081 - \$108,140, Canberra (PN: 15008, several)

Gazetted: 05 September 2018

Closing Date: 19 September 2018

Details: The Building Policy team is looking for two temporary policy officers to be part of our small team. You will have a chance to work on major policy reforms including the ACT Government's building regulatory reform program as well other reforms to improve the safety, health, amenity and sustainability of the built environment. These positions require excellent policy development, project management and written communication skills, and experience in policy and regulatory reforms. While a background in building and construction policy is helpful, if you are a strong policy officer with a record of delivering and managing multiple projects in any policy area – this might be the change you are looking for. This exciting policy work is in the building and construction area, but if you have strong policy and project management skills and want to apply them to a new technical context – consider this opportunity.

Note: These are temporary positions with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. This position will be filled at either the Administrative Services Officer 5, Administrative Services Officer 6, or a Senior Officer Grade C dependant on the skills and experience of the successful applicant. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Vanessa Morris (02) 6205 9462 vanessax.morris@act.gov.au

Sustainability and the Built Environment

Urban Renewal

Asbestos Response Taskforce

Personal Support Administration Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34865)

Gazetted: 31 August 2018

Closing Date: 14 September 2018

Details: The Asbestos Response Taskforce within the Urban Renewal Branch of the Environment, Planning and Sustainable Development Directorate is seeking interest from suitably qualified applicants for the temporary vacancy of Personal Support Administration Officer. This position is responsible for coordinating front line enquiry responses (phone/email) for the Asbestos Response Taskforce, administration duties for First Right of Refusal (sale of block back to affected homeowners) and Financial Assistance Grants, secretariat duties for the Eradication Scheme Steering Committee and the Community and Expert Reference Group and undertake social impact assessments, engagement mapping and participate in face to face meetings as part of the Complex Properties Project.

Note: This is a temporary position available as soon as possible until 30 June 2020 with possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Louise Griffiths (02) 6205 4771 louise.griffiths@act.gov.au

Environment

ACT Parks and Conservation Services

Biosecurity and Rural Services

Invasive Plants Officer

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 41261)

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: Are you passionate about protecting the environment? Are you great at project management engaging with the community? This role will see you engage with the community and government agencies in activities to raise awareness of and promote good invasive plant biosecurity practices. This will include coordinating training and education programs in pest plant identification for staff, contractors and other stakeholders. You will assist with the coordination and delivery of the annual invasive plants program and associated vegetation restoration. You will be able to provide technical advice and support in preparation of land management agreements with our rural landholders, grazing licence agreements and externally funded land management projects. You will be a leading member of the high risk invasive plants team that participates in emergency response activities to invasive plant biosecurity incursions. You will develop and support mapping and monitoring tools for vegetation management and invasive plant control.

Eligibility/Other Requirements: This is a fire designated position. The occupant of this position will be required to meet the annual fitness assessment and attend the annual pre-season preparedness training. The occupant of this position will be expected (as required) to undertake all fire related duties, including fire suppression and hazard reduction and will be included as part of a fire resource roster of the ACT declared bushfire season.

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 ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Steve Taylor (02) 6207 2278 steve.taylor@act.gov.au

Planning Policy

Land Supply and Building Policy

Director, Land Supply and Building Policy

Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E1043)

Gazetted: 05 September 2018

Closing Date: 19 September 2018

Details: Be part of history and help shape the future of Canberra!

We're seeking a person with a unique skill set. We need a strategist who knows building policy and land supply. You will be a leader in your field. Your knowledge of construction and building policy, along with your understanding of the economics of land development, will help the Canberra community achieve the Great Australian Dream.

They say home is where the heart is, if you've got the skills then we'd love you to make EPSDD your next home. Providing strategic leadership to whole of government priorities including: Building Policy, Land Economics, Land Strategy and Policy; Strata Reform; and Housing Policy, you will be a strategic thinker, who is able to work across government and private industry sectors, utilising a diverse skill set that focuses on delivering positive outcomes for government and the community.

An understanding of building and construction will give you an advantage in this role. You will provide critical direction in regards to housing in Canberra, demonstrating your understanding of supply and demand and identifying creative opportunities.

The position requires an energetic person with exceptional leadership and management skills to lead a high performing team. To be a strong contender for this important role, you will have a track record of successfully leading teams in a complex, politically sensitive and operationally diverse environment. You will have an impressive strategic perspective and previous experience in building and construction, land economics, land supply and policy development.

To apply, applicants are requested to address the selection criteria providing details of their relevant experience and skills, with consideration of the executive capabilities and role requirements outlined in the duty statement. A

covering letter outlining how applicants will approach the role, a copy of a current CV, and the name and contact details for two referees should also be provided.

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

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

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 Ben Ponton (02) 6207 8359

ben.ponton@act.gov.au

Land Strategy and Environment

Land Supply and Policy

Land Economics and Strategy

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 18985)

Gazetted: 30 August 2018

Closing Date: 24 September 2018

Details: The position of Senior Manager, Land Economics and Strategy manages a small team and provides strategic advice on complex land use, planning and land development issues. The position will manage the development and implementation of the Government's Land Release Program. The key capabilities required include the ability to manage and lead a team, and to work across a number of policy areas including planning, building and land policy. The successful candidate will have demonstrated skills and experience in providing high quality research, analysis and advice on planning land and building issues; preparing complex briefings and correspondence, leading the development of submissions; and delivering major policy and project outcomes.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Planning or a related field is highly desirable.

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 ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Simon Tennent (02) 6205 4961 simon.tennent@act.gov.au

Land Strategy and Environment

Building Policy

Policy Officer

Senior Officer Grade C/Senior Officer Grade B \$100,461 - \$133,197, Canberra (PN: 40388, several)

Gazetted: 05 September 2018

Closing Date: 19 September 2018

Details: The Building Policy team is looking for two temporary senior Policy Officers to be part of our small team. You will have a chance to work on major policy reforms including the ACT Government's building regulatory reform program as well other reforms to improve the safety, health, amenity and sustainability of the built environment. These positions require excellent policy development, project management and written communication skills, and experience in policy and regulatory reforms. While a background in building and construction policy is helpful, if you are a strong policy officer with a record of delivering and managing multiple complex projects in any policy area – this might be the change you are looking for. This exciting policy work is in the building and construction area, but if you have strong policy and project management skills and want to apply them to a new technical context – consider this opportunity.

Note: These are temporary positions available for six months with the possibility of extension and/or permanency.

Selection may be based on application and referee reports only. This position will be filled at either the Senior Officer Grade C or a Senior Office Grade B, dependant on the skills and experience of the successful applicant. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Vanessa Morris (02) 6205 9462 vanessax.morris@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>

Medication Systems Hub

Technology Operations

Digital Solutions Division

Chief Pharmacy Information Officer

Health Professional Level 6 \$137,415, Canberra (PN: 41265)

Gazetted: 06 September 2018

Closing Date: 27 September 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.

ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. Overview of the work area and position: Led by the Chief Information Officer (CIO), the Digital Solutions Division (DSD) is responsible for the: Development, implementation and support of the Digital Health Strategy; Management of technology services and coordination of technology projects; Management of the relationship and service delivery by Health Directorate technology vendors; Development, implementation and maintenance of technology policies and procedures and ensuring Health Directorate information security. The Chief Pharmacy Information Officer manages a team to support medication systems and equipment (such as MedChart, iDose and Merlin) and serves as an advocate for the use of information technology in the clinical setting, engages and builds strong relationships clinical and administrative staff, represents their needs and fosters consensus at all levels to support the delivery of digitally enabled clinical services and the ACT Health Digital Health Strategy.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Pharmacy and registered or eligible to register as a Pharmacist with the Australian Health Practitioner Regulation Authority. Highly Desirable: Minimum of five years of previous experience as a Pharmacist in a large acute hospital environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Peter McNiven (02) 6205 3852 peter.mcniven@act.gov.au

Deputy Director General

The Canberra Hospital and Health Services

Medicine

Respiratory Outpatients

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 32636)

Closing Date: 27 September 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes, ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure

continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Department of Respiratory & Sleep Medicine operates from the Canberra Hospital campus. We provide nursing services to both inpatients and outpatients with varied Respiratory conditions, such as Tuberculosis (TB) case management, TB screening, COPD management, Asthma Education and care of adult patients with Cystic Fibrosis. An exciting opportunity exists for an enthusiastic and suitably qualified Registered Nurse. This is a fulltime position for 6 months with the possibility of extension. Our service delivery operates from the Canberra Hospital campus Monday to Friday from 8.30 to 5pm (except for Public Holidays). Nursing services are provided to both inpatients and outpatients for TB case management, TB employment screening, smoking cessation, asthma education, Cystic Fibrosis and supporting the Medical Officers clinics.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Desirable: Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage.

Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Amor Seastres (02) 6244 2702 amor.seastres@act.gov.au

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

ACAT Assessor

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 03165)

Gazetted: 06 September 2018

Closing Date: 20 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An exciting opportunity exists for a skilled Registered Nurse to join the ACT Aged Care Assessment Team (ACAT). The Aged Care assessment team is a multidisciplinary team that coordinates referral and assessment processes for elderly clients across the ACT region. The ACAT plays a pivotal role in providing assessment using specific guidelines and processes developed by the Commonwealth Department of Health.

The Aged Care Assessment Team sits within the directorate of Rehabilitation, Aged and Community Care (RACC) and supports clients in either the acute health sector or Community as required.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds a current driver's licence. Desirable: Post graduate qualifications or progression towards formal qualifications in Gerontology. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: Candidates may be considered for fulltime or part-time employment.

Contact Officer: Athalene Rosborough (02) 6174 8674 athalene.rosborough@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Diabetes Podiatrist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: T00146)

Gazetted: 06 September 2018

Closing Date: 20 September 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for Canberra Hospital and Health Services (CHHS) which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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 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 ACT Health Diabetes Service Podiatry team provide individual podiatry appointments for people with or at high risk of acute foot complications. The podiatry team are an integral part of the High Risk Foot Multidisciplinary Group collaborating with Endocrinologists, Diabetes Nurse Educators, Diabetes Dietitians, Vascular Surgeons, Infectious Disease Specialists, Tissue Viability Nurses, Community Nurses and Orthotists to provide a team approach to care for people with complex foot conditions. The type of services offered include: Wound/ Foot ulcer assessment and debridement, Footwear/Offloading assessment, Diabetes foot assessment and education, General high risk foot care. The Health Professional 3 Diabetes Podiatrist will be responsible to the Senior Diabetes Podiatrist of the ACT Health Diabetes Service. Under the direction of the senior podiatrist, you will be required to provide clinical assessment, treatment, supervision and evaluation of podiatry care to in an outpatients with diabetes and other chronic conditions. Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Podiatry. Be registered or be eligible for registration with the Podiatry Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current unrestricted driver's licence. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals

Note: This is a temporary position available for a period of eight months. An order of merit will be established for filling part-time and full-time temporary positions at level within the next 12 months from this process. Selection may be based on application only.

Contact Officer: Kate Storer (02) 6244 3794 kate.storer@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women's Health Program

Counsellor

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 31447)

Gazetted: 06 September 2018

Closing Date: 20 September 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 ACT Women's Health Service provides inter-professional and holistic nursing, medical and counselling services to vulnerable women who experience significant barriers to accessing health care due to, for example, the impact of violence, financial hardship, language or cultural differences, disability, sexuality, gender identity, mental health or substance use. The service seeks to provide trauma informed care to women accessing the service.

In this role you will work collaboratively within the inter-professional team and with other relevant services, to promote a holistic response to addressing the needs of women to improve health and wellbeing outcomes. At this level it is expected that you will provide, under limited supervision, a high level of skilled intake, clinical assessment and therapeutic intervention to women across a range of clinical areas, including individual and group

work. The person we are seeking will have a commitment to working within an inter-professional environment and an understanding of delivering services to women from a feminist perspective.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Psychology/Social Work or relevant equivalent degree. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia. Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work. Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW). For Counselling: Demonstrated counselling qualification that meets ACT Health requirement. Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3. This position is a protected position and is open to women only as ACT Health, consistent with section 34(2)(i) of the *Discrimination Act 1991*, considers that it is a genuine occupational qualification for a woman to be employed in this position to most effectively lead the counselling service. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. 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.

Note: This is a temporary position available until 31 September 2019 with the possibility of extension. This is a part-time position and will be available 4 days per week at 32 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Nikki Goddard (02) 6205 1078 nikki.goddard@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Social Worker, Psychologist, Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 40902)

Gazetted: 06 September 2018

Closing Date: 20 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: This HP3 position will work to support Access Mental Health Team, which is an integral part of the new Model of Care for Adult Community Mental Health Services. The successful candidate will contribute to the operation of the Access Mental Health Team, in collaboration with medical staff and a team of clinical staff. The position supports the provision of evidence-based clinical interventions within standardised clinical processes. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional Officer 1 and 2 Levels as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Strong understanding of adult community mental health services. Current driver's licence. Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with AHPRA. Please note 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. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and undergo a pre-employment Police check.

Contact Officer: Russell Robson (02) 6205 2068 russell.robson@act.gov.au

Population Health

Health Protection Service

EH Food Team

Public Health Officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29630, several)

Gazetted: 06 September 2018

Closing Date: 20 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Protection Prevention Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service is a risk based regulator that manages public health risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. The role may involve a variety of public health regulatory activities, including managing small team to deliver those functions such as inspections of food businesses and management of outbreaks or other potential public health risks. The Environmental Health section works closely with other areas of government such as Access Canberra in executing these functions. The role would suit someone with tertiary qualifications and demonstrated experience in managing small Environmental Health teams.

Eligibility/Other Requirements: Mandatory: Undergraduate degree or graduate diploma in Environmental Health that is accredited by Environmental Health Australia (EHA); or have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent. Equivalency of studies and training is determined by senior environmental health staff and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: There are several temporary positions available for a period of six months with the possibility of extension and/or permanency. Applicants should call the contact officer for advice on whether they are eligible to apply. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Radomir Krsteski (02) 6205 1700 radomir.krsteski@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Senior Social Worker

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 22974)

Gazetted: 06 September 2018

Closing Date: 20 September 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 Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: Degree in Social Work. Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW). Minimum of three years (ideal five years) post qualification. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Canberra Hospital and Health Services

Deputy Director General - Canberra Hospital and Health Services

Imaging

Nuclear Medicine Scientist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28505)

Gazetted: 06 September 2018

Closing Date: 20 September 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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 Nuclear Medicine department currently has four gamma cameras (two single head and two dual head, one of which has SPECT/CT capabilities). In 2019 a state of the art

dual head 16 slice SPECT/CT scanner will be commissioned. The department also provides a Bone Mineral Density service and operates a comprehensive PET/CT facility which incorporates three uptake rooms and an automatic injection system. The successful applicant will be required to work across all three areas of the department. A comprehensive range of diagnostic and therapeutic procedures are offered, including paediatric, oncology and cardiac studies making the work both challenging and rewarding. This position will suit an enthusiastic Nuclear Medicine clinician with experience in developing and promoting standards in a professional team.

Eligibility/Other Requirements: Mandatory: Bachelor of Applied Science in Medical Radiation Science (Nuclear Medicine) or equivalent. Be registered or be eligible for registration with the Medical Radiation Practice Board of Australia through the Australian Health Practitioner Regulation Agency (AHPRA). Possess an appropriate ACT Radiation Licence. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Desirable: Five years experience as a Nuclear Medicine Scientist including BMD and PET experience. Experience performing diagnostic CT and eligible to obtain a diagnostic CT radiation licence.

Notes: An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be made based on written application only.

Contact Officer: Ross Bevan (02) 6244 4332 ross.bevan@act.gov.au

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

ACAT Assessor

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29046)

Gazetted: 6 September 2018

Closing Date: 20 September 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 Aged Care assessment team is a multidisciplinary team that coordinates referral and assessment processes using the ACAT guidelines developed by the Commonwealth Department of Health. The Aged Care Assessment Team sits within the directorate of Rehabilitation, Aged and Community Care (RACC) and supports clients in either the acute health sector or Community as required.

Eligibility/Other Requirements: Mandatory: Physiotherapy, or Occupational Therapy with current AHPRA registration where applicable, and /or eligibility for membership of the appropriate professional organisation. Holds 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*. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Desirable: Post graduate qualifications or progression towards formal qualifications in Gerontology.

Note: Fulltime or part-time hours will be considered.

Contact Officer: Athalene Rosborough (02) 6174 8674 athalene.rosborough@act.gov.au

Deputy Director General Corporate

Future Capability and Governance

Digital Solutions

Business Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36643, several)

Gazetted: 06 September 2018

Closing Date: 27 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes

the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and services delivery by Health Directorate technology vendors; development, implementation and maintenance of technology policies and procedures; ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organised into two streams - Governance and Future Capability. The Governance Hub is responsible for: Enterprise and solution architecture across ACT Health. The Hub defines, maintains and enforces agreed architectural principles and standards to ensure technology solutions align with the Digital Health Strategy; project, Program and Portfolio Management. The Hub defines, maintains and monitors compliance against frameworks, guidelines and tools to support the delivery of new technology capabilities. It also provides independent oversight of the delivery of new technology capabilities; analysis and assessment of proposed technology investments and makes recommendations to the Chief Information Officer and the ACT Health Technology Strategy Committee in relation to technology investment; ensuring that changes released into the ACT Health environment are fit for use, fit for purpose, and support business objectives; alignment of ACT Health's activities with the broader national digital health agenda; development and management of the Divisional budget and oversight of all technology spending by the Directorate. The Future Capability Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate.

Eligibility/Other Requirements: Desirable: Tertiary education at undergraduate or graduate level with a focus on Informatics, Business Intelligence, System and Business Analysis, Project management or Human Interaction Design is highly regarded and at least one year of experience as a business analyst conducting formal business analysis against a business capability. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Jamie Isaacson (02) 6205 1100 jamie.isaacson@act.gov.au

Canberra Hospital and Health Services

Future Capability and Governance

Digital Solutions

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36912, several)

Closing Date: 27 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and services delivery by Health Directorate technology vendors; development, implementation and maintenance of technology policies and procedures; ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur

within a robust governance framework. The Branch is comprised of staff organised into two streams - Governance and Future Capability. The Governance Hub is responsible for: Enterprise and solution architecture across ACT Health. The Hub defines, maintains and enforces agreed architectural principles and standards to ensure technology solutions align with the Digital Health Strategy; Project, Program and Portfolio Management. The Hub defines, maintains and monitors compliance against frameworks, guidelines and tools to support the delivery of new technology capabilities. It also provides independent oversight of the delivery of new technology capabilities; analysis and assessment of proposed technology investments and makes recommendations to the Chief Information Officer and the ACT Health Technology Strategy Committee in relation to technology investment; ensuring that changes released into the ACT Health environment are fit for use, fit for purpose, and support business objectives; alignment of ACT Health's activities with the broader national digital health agenda; development and management of the Divisional budget and oversight of all technology spending by the Directorate. The Future Capability Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate.

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

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

Contact Officer: Jamie Isaacson (02) 6205 1100 jamie.isaacson@act.gov.au

Deputy Director General Corporate
Digital Solutions Division
Future Capability and Governance
Test Lead

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15158, several)

Gazetted: 06 September 2018

Closing Date: 27 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and services delivery by Health Directorate technology vendors; development, implementation and maintenance of technology policies and procedures; ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organised into two streams - Governance and Future Capability. The Governance Hub is responsible for: Enterprise and solution architecture across ACT Health. The Hub defines, maintains and enforces agreed architectural principles and standards to ensure technology solutions align with the Digital Health Strategy. Project, Program and Portfolio Management. The Hub defines, maintains and monitors compliance against frameworks, guidelines and tools to support the delivery of new technology capabilities. It also provides independent oversight of the delivery of new technology capabilities. Analysis and assessment of proposed technology investments and makes recommendations to the Chief Information Officer and the ACT Health Technology Strategy Committee in relation to technology investment. Ensuring that changes released into the ACT Health environment are fit for use, fit for purpose, and support business objectives. Alignment of ACT Health's activities with the broader national digital health agenda. Development and management of the Divisional budget and oversight of all technology spending by the Directorate. The Future Capability Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate.

Eligibility/Other Requirements: Desirable: Previous experience with products such as QTP, Test Complete and QA Complete; previous experience with testing integration engines such as; Rhapsody, Web Server. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of two years with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Umme Salma (02) 6207 7637 umme.salma@act.gov.au

Deputy Director General Corporate

Digital Solutions Division

Future Capability and Governance

Test Analyst

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 37346, several)

Gazetted: 06 September 2018

Closing Date: 27 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy; Management of technology services and coordination of technology projects; Management of the relationship and services delivery by Health Directorate technology vendors; Development, implementation and maintenance of technology policies and procedures; Ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organised into two streams - Governance and Future Capability. The Governance Hub is responsible for: Enterprise and solution architecture across ACT Health. The Hub defines, maintains and enforces agreed architectural principles and standards to ensure technology solutions align with the Digital Health Strategy. Project, Program and Portfolio Management. The Hub defines, maintains and monitors compliance against frameworks, guidelines and tools to support the delivery of new technology capabilities. It also provides independent oversight of the delivery of new technology capabilities. Analysis and assessment of proposed technology investments and makes recommendations to the Chief Information Officer and the ACT Health Technology Strategy Committee in relation to technology investment; Ensuring that changes released into the ACT Health environment are fit for use, fit for purpose, and support business objectives; Alignment of ACT Health's activities with the broader national digital health agenda; Development and management of the Divisional budget and oversight of all technology spending by the Directorate. The Future Capability Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate.

Eligibility/Other Requirements: Desirable: Previous experience with products such as QTP, Test Complete and QA Complete. Previous experience with testing integration engines such as; Rhapsody, Web Server. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of two months with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Umme Salma (02) 6207 7637 umme.salma@act.gov.au

Strategy and Corporate E-Health and Clinical Records

Clinical Record Service Clinical Record Service (CRIS)

Evening Supervisor Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 28570)

Closing Date: 20 September 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 E-Health and Clinical Records Branch, ACT Health, is seeking a suitably qualified, skilled and dynamic, Administrative Service Officer 4, to fill the role of CRIS Evening Supervisor for the Clinical Record Service. This staff member is responsible for managing the team of evening shift scanning staff and processing clinical documentation into the Clinical Record Information System (scanning solution). Work undertaken by the evening shift includes preparing, scanning, and indexing documents into the scanned clinical record system processing any incoming mail and responding to requests for information outside of core business hours. The Evening Shift Supervisor is the most senior staff member on duty after business hours and is responsible for the distribution of work to team members, co-ordinating the workflow for the CRIS team and the training of evening shift staff. The successful applicant must have previous experience working unsupervised or with limited supervision; with processing documents into the Clinical Record Information System (scanning solution); providing effective team management and leadership experience within the Health Care Industry; evaluating workflow and distributing work accordingly; ensuring that scanning deadlines and individual Key Performance Indicators (KPIs) are met and monitoring adherence to department operating standards. 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: Under limited direction, working as part of a small team, the Clinical Records Supervisor is responsible for processing clinical documentation into the Clinical Record Information System (scanning solution). This entails performing the functions of documentation preparation, scanning, indexing and processing any incoming mail. The Clinical Records Supervisor is responsible for the distribution of work to team members, co-ordinating the workflow for the Clinical Record Information System (scanning solution) team and the initial and ongoing training of new staff. Eligibility/Other Requirements: Desirable: Previous experience working in a hospital clinical record department, medical practice or similar health environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check

Notes: This position is full time from 3.00pm to 10.51pm Monday to Friday and adjustment to these hours will not be considered.

Contact Officer: Heather Byrne (02) 6244 3663 heather.byrne@act.gov.au

Canberra Hospital and Health Services

University of Canberra Hospital

Centre for Rehabilitation

Registered Nurse Level 1 (University of Canberra Hospital)

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 40000, several)

Gazetted: 06 September 2018

Closing Date: 20 September 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. Apply to be part of the team that establishes Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital supports people recovering from surgery or injury, or experiencing mental illness. We are looking for enthusiastic and experienced nurses to fill positions at the Registered Nurse Level 1 (RN1) and Enrolled Nurse (EN) levels. The University of Canberra Hospital provides sub-acute rehabilitation health services to the ACT and surrounding region. 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 the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra 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 University of Canberra Hospital (UCH) is a 140 bed sub- acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. 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. The new hospital, 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. Eligibility/Other Requirements: Mandatory: Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several permanent full-time and part-time positions available and the full-time salary noted above will be paid pro-rata for part-time hours. An order of merit list may be established to fill future vacancies at level over the next 12 months. All positions work a 24/7 rotating roster, including a regular contribution to night shift.

Contact Officer: Maria Harman (02) 6174 8774 maria.harman@act.gov.au

Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Adult Mental Health Services

Psychologist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 41241)

Gazetted: 06 September 2018

Closing Date: 20 September 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 Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. Mental Health Short Stay Unit (MHSSU) is a low dependency six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. At this level it is expected that you will provide high quality interventions and achieve sound outcomes for people under routine supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Level Health Professional 1 (HP1), Allied Health Assistants and students and support the Allied Health Manager in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA) and a current passenger vehicles driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; 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.

Note: This is a full time position within Adult Mental Health Unit working Monday to Friday. Selection maybe based on written applications and referee reports only.

Contact Officer: Roz Fitzgerald (02) 6174 5401 roz.fitzgerald@act.gov.au

Canberra Hospital and Health Services
Pathology
Calvary Laboratory

Medical Laboratory Scientist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 28785, several)

Gazetted: 06 September 2018

Closing Date: 20 September 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Under direction, the Scientist role is responsible for the provision of Haematology, Coagulation, Transfusion and Clinical Chemistry procedures. The Scientist role is a key multi-disciplinary position involved in the troubleshooting of instrumentation, monitoring of Quality Control, analysis of results, and provision of blood and blood products for Calvary Hospital. The Scientist position is required to work 24/7 shifts including night, weekends and public holidays.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Science. Desirable: Previous experience working in a medical Laboratory or similar setting. Relevant Post Graduate qualifications. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination. Comply with ACT Health credentialing requirements for allied health professionals.

Note: There are several positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months. The Scientist position is required to work 24/7 shifts including night, weekends and public holidays.

Contact Officer: Mary Brun (02) 6201 6701 mary.brun@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Mental Health Services

Psychologist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 41045)

Gazetted: 06 September 2018

Closing Date: 20 September 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) 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: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Justice Health Services; Child and Adolescent Mental Health Services (CAMHS) and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers under the supervision of an HP level 3 psychologist. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to students and staff at Health Professional Level 1 and support the Therapy Manager in service development processes. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Occupational Therapist, Social Worker, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible for general registration) with the Psychology Board of Australia. Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Current driver's licence. Highly Desirable: Experience in public mental health and/or a psychiatric inpatient setting. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. 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.

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

Contact Officer: Gillian Sharp (02) 6207 9326 gillian.sharp@act.gov.au

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

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 03289)

Gazetted: 06 September 2018

Closing Date: 20 September 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, University of 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. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: The Transitional Therapy and Care Program (TTCP) is based at the University of Canberra Hospital, Bruce and is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided in either a 15 bed low level care facility, located at Red Hill or in the client's home. The Transitional Therapy and Care Program team consists of a multidisciplinary team including a physiotherapist, occupational therapist, dietitian, social worker, speech pathologist and allied health assistants.

In TTCP the Allied Health Assistant (AHA) works across all the allied health disciplines as required. Under the direct or indirect supervision of an Allied Health Professional, the TTCP Allied health Assistant will play a key role in the day to day functioning of the TTCP Allied health team. The role includes, but is not limited to, set up of therapy spaces, undertaking of exercise programs either one on one or in a group setting, provision of educational materials to clients and families, computer based data entry, clinical file documentation and equipment ordering and maintenance.

Eligibility/Other Requirements: Mandatory: Certificate IV (or equivalent) in Allied Health Assistance and a current driver's licence. Desirable: Previous experience working in the rehabilitation and aged care sector. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Johanna Hunter (02) 6174 8383 johanna.hunter@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Administration Booking Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40836)

Gazetted: 06 September 2018

Closing Date: 20 September 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:

Endocrinology is the study of hormone-producing (endocrine) glands and the diagnosis and treatment of endocrine disorders, including diabetes. The ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes.

This Administrative Booking Officer position provides administrative booking and scheduling support to the Department of Endocrinology and Diabetes (medical, nursing and allied health). The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, initiative, critical thinking and common sense. This role is part of a small administrative team who will work together across bookings, reception and other administrative duties within the Department.

Eligibility/Other Requirements: Mandatory: Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Highly desirable: Previous experience with consumer information management systems within ACT Health care setting. Demonstrated competency in Medical Terminology.

Contact Officer: Marilyn Hines (02) 6174 5117 marilyn.hines@act.gov.au

Canberra Hospital and Health Services

University of Canberra Hospital

Centre for Rehabilitation

Enrolled Nurse Level 1 (University of Canberra Hospital)

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 39966, several)

Gazetted: 06 September 2018

Closing Date: 20 September 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. Apply to be part of the team that establishes Canberra's first purpose-built rehabilitation hospital. Canberra's first purpose-built rehabilitation hospital supports people recovering from surgery or injury, or experiencing mental illness. We are looking for enthusiastic and experienced nurses to fill positions at the Registered Nurse Level 1 (RN1) and Enrolled Nurse (EN) We have both part time and full time permanent positions available. All positions work a 24/7 rotating roster, including a regular contribution to night shift. The University of Canberra Hospital provides sub-acute rehabilitation health services to the ACT and surrounding region. The key strategic priority for the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra 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 University of Canberra Hospital (UCH) is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health

rehabilitation and outpatient and community based rehabilitation services. 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 and new The University of Canberra Hospital on the grounds of the University of Canberra. The new hospital, is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. The Enrolled Nurse supports the Registered Nurse in the provision of patient-centred care. Nurses at this level work under the direction and supervision of the Registered Nurse, however at times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing patient care.

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

Notes: There are several full-time and part-time positions available and the full-time salary noted above will be paid pro-rata for part-time hours. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Maria Harman (02) 6174 8774 maria.harman@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Administrative Officer (Cardiology)

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 16214)

Gazetted: 06 September 2018

Closing Date: 20 September 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 administrative support to the Cardiology outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, as well as other general administrative duties. Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals.

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

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

Contact Officer: Leticia Sullivan (02) 6174 8199 leticia.sullivan@act.gov.au

Canberra Hospital and Health Services

Deputy Director General - Canberra Hospital and Health Services

Imaging

Reception Clerk Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 21049)

Gazetted: 6 September 2018

Closing Date: 20 September 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 Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital. Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. Under direction of the Administration Supervisor's, you will perform general reception duties and check in scans for outpatients and liaise with multidisciplinary teams within Canberra Hospital and Health Services (CHHS) and the wider community.

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

Contact Officer: Natasha Lawrence (02) 6244 2798 natasha.lawrence@act.gov.au

Corporate

Deputy Director-General, Health Policy and Strategy and Deputy Director-General, Corporate

Executive Level 3.3 \$353,542 - \$369,422 depending on current superannuation arrangements, Canberra (PN: E882_E1070)

Gazetted: 06 September 2018

Closing Date: 16 September 2018

Details: ACT Health is a newly-created values-led Directorate which is responsible for strategic policy, planning and stewardship of the ACT Health system, including health protection and health promotion services. The Directorate is now seeking applications for the following high-profile senior leadership roles:

Deputy Director-General, Health Policy and Strategy (E1070): In this challenging and rewarding position, you will be responsible for all strategic policy, planning and quality and safety functions within the Directorate and for leading the population health protection and prevention functions across the organisation. The role will also have a significant focus on the strategic development of the health and medical research sector, to support the delivery of research-led, evidence based, high quality health care for the ACT. Working closely with key stakeholders, your primary focus will be on the relationship between strategy and clinical service delivery and on building the capacity of the Directorate as it seeks to deliver exceptional health outcomes for the ACT community.

Deputy Director-General, Corporate (E882): In this critical enabling role, you will be responsible for financial planning, budgeting and reporting; strategic human resource management; digital solutions; infrastructure; data management and activity-based performance; media and communications; and risk management. You will also be responsible for overseeing a significant capital development program for the ACT Health service. Your overriding objective will be to bring efficiency, stability and certainty to the relationship between the Corporate side of the Directorate and clinical service delivery.

To be a strong contender for either of these positions, you will need to be an outstanding senior executive with a demonstrable record of achievement in a similar role in a complex and politically sensitive health care organisation. Your experience in providing timely and robust advice to Ministers and proven capacity to drive organisational and cultural change, will be complemented by a collegiate approach and a personal style that engenders trust and respect.

Remuneration: The position attracts a remuneration package ranging from \$353,542 to \$369,422 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$288,726.

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. Temporary

Before applying, please obtain selection documentation by emailing to admin@ianhansen.com.au. Further information can be obtained by contacting Ian Hansen on 0408 306 769.

Contact Officer: Ian Hansen 0408 306 769 admin@ianhansen.com.au

**Deputy Director General Corporate
Future Capability and Governance
Digital Solutions
Project Manager**

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30507, several)

Gazetted: 06 September 2018

Closing Date: 27 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division (DSD) is responsible for the: Development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and services delivery by Health Directorate technology vendors; development, implementation and maintenance of technology policies and procedures; ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organised into two streams - Governance and Future Capability. The Governance Hub is responsible for: Enterprise and solution architecture across ACT Health. The Hub defines, maintains and enforces agreed architectural principles and standards to ensure technology solutions align with the Digital Health Strategy; Project, Program and Portfolio Management. The Hub defines, maintains and monitors compliance against frameworks, guidelines and tools to support the delivery of new technology capabilities. It also provides independent oversight of the delivery of new technology capabilities; analysis and assessment of proposed technology investments and makes recommendations to the Chief Information Officer and the ACT Health Technology Strategy Committee in relation to technology investment; ensuring that changes released into the ACT Health environment are fit for use, fit for purpose, and support business objectives; alignment of ACT Health's activities with the broader national digital health agenda; development and management of the Divisional budget and oversight of all technology spending by the Directorate. The Future Capability Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate.

Under limited direction of the Senior Manager, the Project Manager role is responsible for the provision of project management advice and the delivery of projects in line with the Project Management Office (PMO) framework and DSD's processes.

Eligibility/Other Requirements: Desirable: Recognised qualifications (or equivalent) in Project Management; previous experience managing and delivering projects within a healthcare setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Jamie Isaacson (02) 6205 1100 jamie.isaacson@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
Corporate Services**

Business Performance Unit

Data Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 46135)

Gazetted: 31 August 2018

Closing Date: 19 September 2018

Details: ACT Corrective Services (ACTCS) is seeking applications experienced people for the position of Data Analyst within the Corporate Services division. The position is based at 2 Constitution Avenue, Canberra City and may also require working at the Alexander Maconochie Centre in Canberra. Working under the direction of a Team Leader of the Business Performance Unit, the Data Analyst will process all internal and external data, and requests for information. The appointee will undertake quality assurance for all ongoing and ad hoc reports to ensure accurate data/information is reported in a timely manner. The Data Analyst will establish and maintain the process and forms for all data requests and information delivery mechanisms. This is a unique opportunity for the right person to work with a committed team. You will design data collection through surveys or using the Agency's administrative data for statistical purposes. For more information about the position, please contact the Contact Officer.

Eligibility/Other Requirements: To be successful in this position you will be able to demonstrate experience or background in SQL and MS Excel statistical tools for data analysis and reporting purpose. We are seeking candidates who can communicate successfully with a range of internal and external stakeholders and refine workplace documents and reports. Experience in SQL and MS Excel is highly desirable

Note: This is a temporary position available for six months with the possibility of extension. An order of merit may be established to fill future temporary vacancies at level over the next 12 months.

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current Curriculum Vitae; (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.

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

ACT Emergency Services Agency

Commissioner's Office

Emergency Media and Broadcast

Media and Communications Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 10714)

Gazetted: 31 August 2018

Closing Date: 19 September 2018

Details: Applications are sought for the role of Media and Communications Officer within the Commissioner's Office in the ACT Emergency Services Agency (ESA). The Commissioner's Office plays a key liaison and coordination role within the ESA as well as with the Minister for Police and Emergency Services' Office, the Justice and Community Safety Directorate, and key stakeholders. We're looking for a talented Media Relations or Public Relations Officer with the ability to generate media coverage across a range of traditional and social media channels.

Eligibility/Other Requirements: To be successful, you will have tertiary qualifications in Journalism, Public Relations or another relevant area, and demonstrated experience working in media. Excellent writing skills and the ability to identify news stories are essential. Experience identifying and mitigating risks and issues will be highly regarded.

Note: The position documentation is attached for information. If you require any further information please contact the Contact Officer.

Contact Officer: Kaylee Rutland (02) 6205 6746 kaylee.rutland@act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Probation and Parole Unit

Probation and Parole Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 12656, several)

Gazetted: 30 August 2018

Closing Date: 17 September 2018

Details: ACT Corrective Services (ACTCS) is seeking professional people from a variety of backgrounds to join Community Corrections and Release Planning, as Probation and Parole Officers (PPO). A career as a PPO is unlike any other in the public service and is challenging and genuinely rewarding. In collaboration with offenders, you will be required to assess, develop, implement and monitor case management plans that aim to reduce the potential for reoffending. You will also be required to carry out home visit assessments and supervise and monitor offenders living in the community, as well as advise and direct offenders to appropriate community based offender management programs. As a PPO you will be required to provide written and verbal reports to the Courts and releasing authorities in relation to offender management, risk assessment and intervention. To be successful in this role, you will be able to work collaboratively, compose and edit complex written material and demonstrate a high level of analytical and organisational skills. A capacity to meet critical deadlines is essential. Whilst experience in working with offenders and relevant tertiary qualifications are highly desirable, as is case management experience, we are interested in hearing from people from a variety of backgrounds.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable; eligible candidates will be required to undergo a criminal history check; a Certificate IV in Correctional Practice or the ability to achieve this qualification within 12 months of commencing employment; must complete designated ACTCS PPO suite of training programs within 12 months of commencing employment; applicants may be required to undertake psychological aptitude testing as part of the assessment process; a current driver's licence, and a willingness/ability to drive within ACT, is essential. 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: These are temporary positions available for up to 12 months.

How to Apply: To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) Statement of claims against specified Selection Criteria; (3) a current Curriculum Vitae; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) 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

Corporate

People and Workplace Strategy

Human Resources Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14053)

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: The Justice and Community Safety Directorate's People and Workplace Strategy (PWS) Unit is seeking a highly motivated and organised individual to join the team as Human Resources (HR) Advisor. The suitable applicant will deal with a range of duties, including but not limited to: Assist in managing a range of operational and strategic matters including employee and industrial relations, policy development, performance management and injury management matters; assist in implementing and evaluating changes to HR policies, practices, systems and processes within the Directorate; Manage the PWS mailbox; provide advice to stakeholders and clients in accordance with relevant legislation; develop and maintain relationships with business unit personnel and statutory holders of the Directorate; research and prepare briefs, letters and reports relating to a range of HR matters.

Eligibility/Other Requirements: Experience in dealing with employee relations issues is highly desirable.

Contact Officer: Justine Lowder (02) 6205 3307 justine.lowder@act.gov.au

ACT Courts and Tribunal

Team Leader

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 44047)

Gazetted: 31 August 2018

Closing Date: 19 September 2018

Details: The ACT Courts and Tribunal is seeking a motivated and experienced manager to undertake the role of Team Leader within the ACT Civil and Administrative Tribunal (ACAT). The successful applicant will have effective

people management skills and be able to work with a range of stakeholders, including tribunal users, staff and members, to achieve quality outcomes for the ACAT. Responsibilities include: Managing staff and organising the workflow of the unit; checking and processing documentation provided for under appropriate legislation and practice directions, assisting clients to access tribunal services, including via email, phone and over the ACAT counter; working collegiately with other team members across the ACAT and exercising an appointment of a Deputy Registrar as required.

Note: This is a temporary position available until 26 July 2019. An order of merit may be established to fill future temporary vacancies at level over the next 12 months. This is a generic position and successful applicants may be placed in any vacant generic Team Leader position within the ACAT Registry.

How to Apply: Applicants are required to submit a Curriculum Vitae, contact details of at least two referees and your response to the Selection Criteria (only numbered selection criteria should be addressed and each criteria should be responded to separately. Please limit your whole response to two pages).

Contact Officer: Brenton Hutchison (02) 6207 1438 brenton.hutchison@act.gov.au

ACT Corrective Services

Executive Support and Governance

Quality Assurance Team Leader

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 46235)

Gazetted: 05 September 2018

Closing Date: 19 September 2018

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to fill the position of Quality Assurance Team Leader (SOGC), Executive Support and Governance. The successful applicant will be responsible for managing the implementation of the ACTCS Quality Assurance and Risk Management Frameworks. You will also ensure effective governance arrangements are in place and support decision making within ACTCS. In addition, you will develop and implement a yearly audit schedule in line with the quality assurance framework, plan and manage quality assurance and compliance activities and identify thematic trends of concern relating to operational compliance. Further to this, you will monitor strategic and operational risks, review ACTCS' business continuity arrangements on a regular basis and prepare a range of written documentation including development of audit scopes, reports and recommendations for business process improvements. To be successful, you will demonstrate experience in governance and risk management, exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: Relevant tertiary qualifications or equivalent experience would be desirable; the successful candidate may be required to undergo a criminal record check; a current driver's licence is required; 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: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current Curriculum Vitae; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of your current driver's licence. Please ensure you submit all five items.

Contact Officer: Ximena Nikias (02) 6207 3979 ximena.nikias@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

Transport Canberra

Public Transport Operations

Network, Planning and Scheduling

Scheduling Assistant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35987)

Gazetted: 30 August 2018

Closing Date: 24 September 2018

Details: The Scheduling Assistant will join the Network Systems and Service Performance team to provide assistance to the senior schedulers to plan, develop, build and implement the schedule for Transport Canberra buses using the HASTUS scheduling program. This team is responsible for the development and implementation of the Transport Canberra bus network, as well as the ongoing support of key business systems including the MyWay ticketing, NXTBUS real time passenger information and other key data systems. The successful candidate will have demonstrated knowledge, experience and training in the HASTUS scheduling program including the ability to assist in building, analysing and optimising Crew and Vehicle solutions for the purpose of bus network planning.

How to Apply: Please submit a current CV, an ACT Government Application Coversheet as well as a maximum two page response that summarises your skills and experience relevant to the role as outlined in the Position Description.

Contact Officer: Geoff Weatherall (02) 6207 7905 geoff.weatherall@act.gov.au

Transport Canberra

Transport Planning and Active Travel

Director Transport Planning and Active Travel

Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E866)

Gazetted: 05 September 2018

Closing Date: 19 September 2018

Details: This role provides connected services for the people of Canberra, and is underpinned by commitment to providing customers with excellent and consistent service. The Directorate have embarked on an innovative, 'smart city' agenda to ensure the customer is at the heart of everything we do. This role is leading this agenda and is tasked with realising opportunities for continually improving policy, strategy and services and delivering innovative programs to provide even better services and information to the Canberra Community.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

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 Ben McHugh ben.mchugh@act.gov.au (02) 6207 4418

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 Accounting

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 33683)

Gazetted: 31 August 2018

Closing Date: 14 September 2018

Details: The Suburban Land Agency is seeking applications from Finance Officers to join our finance, valuations and systems team. The team provides financial support and strategic advice to the Board, Senior Executives and Management within the organisation. As Finance Officer you will be required to work under general direction to undertake purchasing, accounts payable and accounts receivable functions, including raising purchase orders and invoices, reconciliations, debt collection, Fringe Benefits Tax (FBT) returns and journals. The Finance Officer assists with the preparation of the monthly and annual financial statements and notes, including preparing journals. This position will, from time to time, be required to attend our land sales events and will undertake financial aspects of

the land sales process including accounting for all types of land sales transactions, receipting, banking and reconciliation to the sales databases and the general ledger. This position is essential to our organisations functions and will be required to possess great attention to detail. The ideal candidate will have experience working within a finance team, is progressing towards or has completed of a tertiary qualification in finance or accounting and has good communication and customer service skills.

Note: This is a temporary position with the possibility of extension and/or permanency. Selection may be based on application only. An order of merit list may be established to fill future vacancies at level over the next 12 months. The Suburban Land Agency will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/ desk.

Contact Officer: Nicole Munyard (02) 6207 2981 nicole.munyard@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Racheal Bruhn 853-65737, Section 68(1), 6 September 2018

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

Saskia White 853-79717, Section 68(1), 3 September 2018

Community Services

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

Natalie Apostoloska 858-56819, Section 68(1), 3 September 2018

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

Adam McLaurie 853-75759, Section 68(1), 5 September 2018

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

Phuong Nguyen 844-82907, Section 68(1), 3 September 2018

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

Ashleigh Northwood 858-55656, Section 68(1), 3 September 2018

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

Tracey Robinson 858-56130, Section 68(1), 1 September 2018

Education

General Service Officer Level 8 \$64,188 - \$67,825

Edoardo Signorini 858-56640, Section 68(1), 5 September 2018

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

Mickey Stefanovic 835-38374, Section 68(1), 5 September 2018

Health

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

William Bradbury 845-19458, Section 68(1), 17 September 2018

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

Eberechi Efeoma 848-85191, Section 68(1), 30 August 2018

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

Camille Falkiner 856-73449, Section 68(1), 6 September 2018

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

Steward Fernando 856-74345, Section 68(1), 6 September 2018

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

Michelle Gordon 850-41011, Section 68(1), 7 September 2018

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

Duvimar Gulane 858-56755, Section 68(1), 30 August 2018

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

Lesley Holdsworth 853-62739, Section 68(1), 6 September 2018

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

Jessica Mifsud 857-91015, Section 68(1), 6 September 2018

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

Larah Nicholls 856-73254, Section 68(1), 31 August 2018

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

Prashant Patel 848-19792, Section 68(1), 17 September 2018

Allied Health Assistant 3 \$61,115 - \$67,825

Renata Roeper 858-56712, Section 68(1), 30 August 2018

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

Maria Udhippu 858-56747, Section 68(1), 6 September 2018

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

Bridie Woolnough 857-93563, Section 68(1), 31 August 2018

Justice and Community Safety

Government Solicitor 1 \$70,650 - \$105,793

Deborah Mak 848-79322, Section 68(1), 31 August 2018

Government Solicitor 1 \$70,650 - \$105,793

Shauna Ng 853-65454, Section 68(1), 30 August 2018

Office of the Legislative Assembly

Senior Officer Grade B \$118,319 - \$133,197 Stuart Row 853-75011, Section 68(1), 3 September 2018

Transport Canberra and City Services

General Service Officer Level 5/6 \$52,198 - \$57,445

Leigh Auriac 858-57360, Section 68(1), 6 September 2018

Senior Officer Grade A \$137,415

Trisha Campbell 835-86210, Section 68(1), 6 September 2018

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

Sarah Webber 858-56763, Section 68(1), 3 September 2018

TRANSFERS

Health

Nicola Beesley: 845-19837

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

Health

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

Health, Canberra (PN. 32033) (Gazetted 12 July 2018)

Shilpa Nayyar: 836-11973

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

Health

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

Health, Canberra (PN. 19192) (Gazetted 26 July 2018)

Suzanne Vivian: 261-58615

From: Health Professional Level 4 \$100,462

Health

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

Health, Canberra (PN. 40800) (Gazetted 5 July 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Infrastructure Finance and Capital Works

Commercial Infrastructure

Civil Infrastructure and Commercial Infrastructure Business Units

Kylie Deane: 827-48724

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 10016) (Gazetted 18 July 2018)

Shared Services Information Communication Technology

Business Application Management

Information Communication Technology Team, Community Services Directorate (CSD)

Michael Dowling: 821-13702

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 01082) (Gazetted 31 May 2018)

Education

School Performance and Improvement

North and Gungahlin Network

Amaroo School

Susan Aveyard: 729-17934

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

Education

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

Education, Canberra (PN. 30421) (Gazetted 28 June 2018)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

School Performance and Improvement

Belconnen Network

University of Canberra Senior Secondary College - Lake Ginninderra

Shelley Jacobs: 824-57927

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

Education

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

Education, Canberra (PN. 19801) (Gazetted 13 April 2018)

Environment, Planning and Sustainable Development

Chief Operating Officer

Governance, Compliance and Legal

Legal Services

Amy Kingham: 781-81710

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

Chief Minister, Treasury and Economic Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 39173) (Gazetted 22 August 2017)

Health

Timothy Bethune: 840-50557

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

Health

To: †Registered Nurse Level 4.2 \$122,486

Health, Canberra (PN. 40399) (Gazetted 10 May 2018)

UC Public Hospital

Kelly Daly: 791-54503

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

Health

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

Health, Canberra (PN. 40604) (Gazetted 28 June 2018)

Canberra Hospital and Health Services

Kylie Fromhold: 741-05542

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

Health

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

Health, Canberra (PN. 03776) (Gazetted 19 July 2018)

Canberra Hospital and Health Services

Business Support

Sarah Heighway: 838-54254

From: Health Service Officer Level 3/4 \$48,385 - \$51,869
Health
To: Technical Officer Level 1 \$54,720 - \$57,369
Health, Canberra (PN. 29385) (Gazetted 12 July 2018)

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Services
Glen McPherson: 833-45310**

From: Radiation Therapist Grade 2 \$64,391 - \$88,998
Health
To: Radiation Therapist Grade 3.1 \$95,549 - \$98,673
Health, Canberra (PN. 29035) (Gazetted 5 July 2018)

**Canberra Hospital and Health Services
Juliana (Julie) Wood: 735-35671**

From: Registered Nurse Level 4.3 \$130,586
Health
To: †Senior Officer Grade A \$137,415
Health, Canberra (PN. 40727) (Gazetted 21 June 2018)

Justice and Community Safety

**Corrective Services
Corporate
Information and Business Solutions
Dayanand Deshmukh: 823-61570**

From: Senior Officer Grade B \$118,319 - \$133,197
Justice and Community Safety
To: †Senior Officer Grade A \$137,415
Justice and Community Safety, Canberra (PN. 38410) (Gazetted 18 June 2018)

**Legislation Policy and Programs
Governance and Business Support
Geetha Mayooran: 835-9284**

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Health
To: †Senior Officer Grade C \$100,462 - \$108,140
Justice and Community Safety, Canberra (PN. 03888) (Gazetted 3 July 2018)

Transport Canberra and City Services

**City Services
Business Development Unit
Kirra Cox: 848-65828**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Environment, Planning and Sustainable Development
To: †Senior Officer Grade C \$100,462 - \$108,140
Transport Canberra and City Services, Canberra (PN. 35912) (Gazetted 16 July 2018)