



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 23 May 2019**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Critical Care**

##### **Emergency**

##### **Registered Nurse**

**Executive Level RN 1.2 - 1.8 \$68,756- \$88,410, Canberra (PN: Expected)**

Gazetted: 28 May 2019

Closing Date: 2 June 2019

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

Reference Number: 21768

Contact Officer: Katharine Faupula [Katharine.faupula@calvary-act.com.au](mailto:Katharine.faupula@calvary-act.com.au)

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

#### **Surgical Ward**

##### **Endorsed Enrolled Nurse**

**Executive Level EEN1.1 - 1.5 \$60,027 - \$64,133, Canberra (PN: Expected)**

Gazetted: 29 May 2019

Closing Date: 9 June 2019

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

Reference Number: 21806

Contact Officer: Simone Crowe [Simone.Crowe@calvary-act.com.au](mailto:Simone.Crowe@calvary-act.com.au)

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

#### **Emergency Department**

##### **Registrar and Senior Registrar**

**Registrar \$98,704 – 138,677, Canberra (PN: Expected)**

Gazetted: 29 May 2019

Closing Date: 24 June 2019

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

Reference Number: 21831

Contact Officer: Simone Crowe [Simone.Crowe@calvary-act.com.au](mailto:Simone.Crowe@calvary-act.com.au)

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

### Canberra Institute of Technology

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

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

#### **Education and Training Services**

##### **Technology and Design**

##### **Hair and Beauty Therapy**

##### **Hairdressing Teacher/s**

**Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51696, several)**

Gazetted: 28 May 2019

Closing Date: 4 June 2019

Details: The Hairdressing and Beauty Therapy Department at Canberra Institute of Technology (CIT), requires vocational education training Teacher/s with professional experience as a Hairdresser and Barber required for teaching positions. These roles support CIT's commitment to quality education through contextual and innovative approaches to competency-based learning and assessment. It requires to candidate/s to demonstrate entrepreneurial abilities to work in a team across CIT and externally to design best practice learning experiences for students and apprentices. This includes the ability to develop, design and facilitate across both program areas whilst ensuring compliance, quality assurance, continuous improvement and team work. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience and knowledge of User Choice processes and compliance is essential. Mandatory Qualifications and/or Registrations/Licensing; SHB30416 - Certificate III in Hairdressing (or equivalent), New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTO's 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience: All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: SHB30516 - Certificate III in Barbering; SHB40216 - Certificate IV in Hairdressing; local and regional industry connections, national affiliations with Hair and Make-up associations and governance bodies. Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is part-time at (22:03) hours per week and the full-time salary noted above will be pro-rata. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: All applicants are required to complete the Application Coversheet, provide written responses to the selection criteria and provide a current Curriculum Vitae and submit via [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Teresa LoPilato (02) 6205 3005 [teresa.lopilato@cit.edu.au](mailto:teresa.lopilato@cit.edu.au)

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

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

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

#### **Access Canberra**

#### **Projects, Governance and Support**

#### **Projects and ICT, Records Management**

#### **Senior Record Systems Officer**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 39309)**

Gazetted: 28 May 2019

Closing Date: 11 June 2019

Details: Access Canberra is working to set a new benchmark for service delivery in the ACT - and is changing the way we do business, for the better! To support this objective the foundations of Access Canberra's records management needs to be both robust and flexible if it is to meet the needs of the organisation into the future. With that in mind, we are looking for a person who understands that records management provides the platform on which the successful delivery of all of Access Canberra's functions and responsibilities is built. On a daily basis,

our teams rely on the ability to recall and refer to records to inform decision making and approaches for service delivery. The variety of services and functions provided by our teams is reflected in the various ways in which our teams have administered their records to date and our Senior Records and Systems Officer will need to be able to adapt their communication and approach to support and lead the organisation to improve its records management practices. Access Canberra has adopted Activity Based Working (ABW) and applicants for this position should be comfortable getting out and about and working with our teams, in whichever location they operate, to solve their records management issues. If you: have a keen interest in systems administration and technical support; are an organised dynamic individual who can look beyond the traditional approach to records management to see what might be and help us on our journey towards a digital first, paperless working environment; understand the importance of records management and the benefits that might be obtained from applying a more contemporary approach. Then this is a great opportunity for you. 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 from 01 July 2019 for a period of six months with the possibility of extension. Please review the Position Description for details about the role and associated responsibilities. It is recommended that you touch base with the Contact Officer to discuss the role and its responsibilities prior to submitting your application. Suitability for this position will be assessed on your demonstrated skills, knowledge and behaviour based on the Selection Criteria and duties/responsibilities set out in the Position Description. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Your written application should be presented in the form of a 'pitch for the role'. This should respond to the following two statements and be no longer than two pages. Detail your greatest achievements in the last five years and how they relate to this position and its duties. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role. Please submit your pitch with a current curriculum vitae and the contact details of at least two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au)  
Contact Officer: Jerome Freestone (02) 6207 7783 [jerome.freestone@act.gov.au](mailto:jerome.freestone@act.gov.au)

#### **Shared Services ICT**

#### **Customer Engagement Services Branch**

#### **CMTEDD and PATOCS ICT**

#### **Senior Operations Officer**

#### **Information Technology Officer Class 2 \$83,135 - \$95,146, Canberra (PN: 14573)**

Gazetted: 23 May 2019

Closing Date: 6 June 2019

Details: Are you passionate about delivering quality service to clients? Have you got experience providing first and second level ICT support? This is your opportunity to utilise those skills in an environment where you will be given the opportunity to contribute to ICT projects, lifecycle management and provide technical support to a staff in a Directorate. About Shared Services: Shared Services employs about 950 staff and provides tactical and transactional holistic ICT, Finance and Human Resources services to ACT Government Directorates. Shared Services ICT (SSICT) provides a comprehensive range of ICT and allied services to the Directorates. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services. What will you do? You will work as part of a small team delivering multiple small IT projects or sub-projects and work tasks for CMTEDD and PATOCS agencies, in a timely and effective manner. You will liaise with both internal and external stakeholders to provide technical support and ensure ICT service requests are authorised and actioned. You will also be responsible for conducting analysis and implementing improvements to existing business systems and processes using the Configuration Management Data Base. What you require? To be successful in this role you will have the ability to calmly manage conflicting priorities and work with your team to deliver outcomes through effective change/project management. You will be client focussed with strong communication, negotiation and people skills enabling you to understand minor project requirements and deliver them. Your respectful and considerate team ethos and willingness to share knowledge will set you apart from the rest.

Note: This is a temporary position available for three months, with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports only. An order of merit will be established for filling identical vacancies within the next 12 months from this process.

How to Apply: Please review the attached Position Description and apply by emailing the following documents to jobs@act.gov.au: A completed Application Coversheet, your current Resume, a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate your relevant skills, knowledge and behavioural capabilities as required.

Contact Officer: Ulf Cedervall (02) 6207 9041 ulf.cedervall@act.gov.au

## **Enterprise Canberra**

### **Cultural Canberra**

#### **artsACT**

#### **Program Officer, Arts Support**

#### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 15524)**

Gazetted: 28 May 2019

Closing Date: 11 June 2019

Details: artsACT is seeking an experienced Arts Program Officer. The successful applicant will need high-level program and project administration skills, the ability to undertake analysis and policy development, a history of developing productive working relationships with internal and external stakeholders and a desire to work innovatively to achieve results. Knowledge and understanding of arts issues is highly desirable. 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: Selection may be based on application and referee reports only. This position is in an activity-based workplace (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide a completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical Skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae with contact details for at least two referees to jobs@act.gov.au.

Contact Officer: Robert Piani (02) 6207 2381 robert.piani@act.gov.au

## **Shared Services**

### **Finance and Payroll Services**

#### **Payroll Services**

#### **Payroll Officer**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169 (plus superannuation), Canberra (PN: 09700, several)**

Gazetted: 23 May 2019

Closing Date: 11 June 2019

Details: Are you an energetic person with a focus on providing excellent customer service and looking to join a dynamic and fast paced payroll environment - if so this may be the job for you! We are seeking enthusiastic and collaborative individuals who enjoy working in a team environment. Payroll Services is responsible for paying ACT Government employees who play vital roles across the Territory Services and ACT Community. You will be required to understand payroll, have a customer service focus and experience in using a Human Resource Information Management System (HRIMS) payroll system. Attention to detail and ability to maintain accurate and confidential records is vital. 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: These are temporary positions available for 12 months with the possibility of extension and/or permanency.

How to Apply: In two pages or less, your pitch will include your experience and how it relates to this position. In your pitch you will tell us how you meet the Behavioural Capabilities and Professional, Technical Skills and Knowledge components of the job. Your resume and completed Application Coversheet will be attached as part of your application and include two referees. Applications should be sent to jobs@act.gov.au.

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

**Partnership Services Group**

**Shared Services**

**Service Centre - ICT Service Desk**

**ICT Service Delivery Officer**

**Information Technology Officer Class 1 \$67,296 - \$76,605, Canberra (PN: 05155, several)**

Gazetted: 24 May 2019

Closing Date: 6 June 2019

Details: Shared Services Service Centre is currently looking for highly motivated individuals with experience in providing first level technical support as well as experience in providing onsite support. You will be responsible for providing and coordinating support to a number of ACT Government Directorates. You will have a strong customer focus, and a willingness to be part of a dynamic team is essential. Educational and professional qualification checks may be undertaken prior to employment. Successful applicants may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles as required. 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: A current driver's licence or the ability to quickly acquire a driver's licence is highly desirable. Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be advantageous. A strong understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded.

Note: There is one permanent position available as well as several temporary opportunities. An order of merit will be established for filling identical vacancies within the next 12 months from this process.

How to Apply: Please review the position description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. Please submit a written response of one to two pages, contact details for at least two referees and a current Curriculum Vitae, including Application Coversheet. The response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Contact Officer: Glen Bunfield (02) 6205 3637 glen.bunfield@act.gov.au

**Shared Services**

**Finance and Payroll Services**

**Payroll Services**

**Senior Director, Payroll Services**

**Senior Officer Grade A \$143,116, Canberra (PN: 09751)**

Gazetted: 23 May 2019

Closing Date: 10 June 2019

Details: This senior leadership position within Shared Services is responsible for leading and managing payroll teams in a dynamic and fast-paced environment. This role requires a Human Resources leader who can inspire, energise and positively influence team outcomes, and who possesses an innate ability to model the values of the ACT Public Service. Effective employee and stakeholder engagement is a critical enabler in the performance of this role, as is a genuine values-based leadership style. This role requires a leader with a strong, considered and engaging people focus in order to build individual capability and successfully support and drive cultural change in times of disruption. The role requires a Human Resources leader who has experience in managing payroll activities in a complex and large environment, is strategic in approach and has a desire to achieve customer service excellence.

The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Human Resource is highly desirable.

Note: The ACT Government offers excellent conditions including Relocation Allowance for people relocating to Canberra.

How to Apply: Please provide a two-page pitch outlining your experience against the professional, technical, knowledge and behavioural capabilities of the role, including your most notable achievements. Your current resume and completed application coversheet will be submitted as part of your application.

Contact Officer: Calvin Robinson (02) 6205 3819 [calvin.robinson@act.gov.au](mailto:calvin.robinson@act.gov.au)

## **Shared Services**

### **Finance and Payroll Services**

#### **Payroll Services**

#### **Payroll Operations Manager**

#### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 42560)**

Gazetted: 24 May 2019

Closing Date: 13 June 2019

Details: Shared Services is seeking a highly motivated and enthusiastic change leader who is eager to join a dynamic, collaborative and fast paced Human Resources (HR)/Payroll environment. Payroll Services is undergoing major system, business and cultural transformation. If you are an experienced HR/Payroll Manager with strong people management, organisational, operational planning and interpersonal skills.....then this is the team for you to join. 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: Tertiary qualification in a Human Resources discipline is preferred. An ACT Government CMTEDD Baseline clearance is required for this position. Driver's licence is essential.

How to Apply: In no more than two pages, your pitch will tell us how you meet the Behavioural, Professional, Technical Skills and Knowledge Capabilities required in the role. You will also include your greatest achievement in the past five years, how it relates to this role, and what you will bring to the role. Your resume and completed Application Coversheet will be part of your application and include two referees. Please send your application to [jobs@act.gov.au](mailto:jobs@act.gov.au).

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

## **Enterprise Canberra**

### **Cultural Canberra**

#### **artsACT**

#### **Assistant Director, Arts Programs**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 44183)**

Gazetted: 28 May 2019

Closing Date: 11 June 2019

Details: artsACT is seeking a highly capable Assistant Director to assist in managing the Arts Program team. The successful candidate will demonstrate previous success in the management, administration and review of programs and projects, a history of developing productive working relationships with internal and external stakeholders and provide evidence of their capability to undertake high level analysis and policy development. Knowledge and understanding of arts issues is highly desirable. 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: Selection may be based on application and referee reports only. This position is in an activity-based workplace (ABW). Under ABW arrangements, officers do not have a designated workstation/desk.

How to Apply: Please provide a completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae with contact details for at least two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Robert Piani (02) 6207 2381 [robert.piani@act.gov.au](mailto:robert.piani@act.gov.au)

## Shared Services

### Shared Services ICT

#### Executive

#### Executive Officer/Business Manager

#### Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 31273)

Gazetted: 23 May 2019

Closing Date: 10 June 2019

Details: Do you thrive in a fast-paced environment, where no two days are ever the same? Do you have leadership skills, a positive can-do attitude and ability to influence? Then this is your opportunity to utilise those skills in a supportive and energetic environment! Shared Services employs about 950 staff and provides tactical and transactional holistic ICT, Finance and Human Resources services to ACT Government Directorates. Shared Services ICT (SSICT) provides a comprehensive range of ICT and allied services to the Directorates. It delivers a modern ICT environment including cloud provision, data centres and an extensive optical-fibre voice and data network backed with high quality server and desktop support. SSICT also provides ICT project management, application development, and teams of staff co-located in directorate locations providing contextual advice and guidance as well as business system support services. What will you do? Reporting directly to the Executive Group Manager, this position is responsible for the provision of high level Executive administrative and secretarial support, corporate support and governance along with managing the day-to-day operations of the SSICT Executive Office. The position also has responsibility for leading and managing the SSICT Business Management Team and the SSICT Executive Assistant Team. What you require? You will have an understanding of the ACT Government business and administrative processes, proven high-level organisational skills with the ability to work under pressure in a confidential environment. Your ability to quickly establish effective working relationships, coupled with your ability to influence will set you apart from the rest. If you haven't been an Executive Officer or Executive Assistant before but think you've got what it takes, then please call the Contact Officer to find out more or submit your pitch. 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: An ACT Government CMTEDD Baseline clearance is required for this position.

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

How to Apply: Please review the attached Position Description and apply by emailing the following documents to [jobs@act.gov.au](mailto:jobs@act.gov.au): a completed Application Coversheet; your current Resume; a two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate that your relevant skills, knowledge and behavioural capabilities make you the best person for the job.

Contact Officer: Sarah Macaulay (02) 6207 5756 [sarah.macaulay@act.gov.au](mailto:sarah.macaulay@act.gov.au)

## Shared Services

### Customer Engagement and Services

#### Health ICT

#### Project Manager

#### Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 13232)

Gazetted: 23 May 2019

Closing Date: 11 June 2019

Details: The position is based in the Strategic Business branch, which delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. Key focus areas include: optimising investment through change initiatives; identifying, supporting and enabling multi-directorate solutions; and delivering quality services that enable business areas to realise significant benefits. This position is responsible for managing a range of business and information technology projects in accordance with recognised project management methodologies to deliver quality outcomes within agreed tolerances. 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 positions available for a period of six months with the possibility of extension up to less than 12 months. Selection may be based on application and referee reports only.

How to Apply: Please provide a completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your Curriculum Vitae to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Andrew Kondakis (02) 6205 3656 [andrew.kondakis@act.gov.au](mailto:andrew.kondakis@act.gov.au)

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

**Workplace Safety and Industrial Relations  
Public Sector Work Health, Safety and Wellbeing  
Assistant Director - WHS Audits**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 09045)**

Gazetted: 23 May 2019

Closing Date: 6 June 2019

Details: An exciting opportunity exists in the Work Health Safety (WHS) and Wellbeing team, Workplace Safety and Industrial Relations Group. We are seeking an experienced WHS professional to lead a suite of projects related to the development and implementation of a Whole of Government WHS audit approach. This position is responsible for the delivery of the Whole of Government WHS Audit Framework and will work closely with directorate and agency staff to deliver the audit outcomes required for self-insurance licence provided by the SRCC. The ideal candidate will possess an excellent working knowledge of WHSMS auditing and Comcare's National Audit Tool (NAT). Auditor qualifications would be highly desirable. 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: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

How to Apply: Please provide resume, Application Coversheet and two page pitch demonstrating your experience and skills to deliver the job description. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Rebecca Parton (02) 6205 9482 [rebecca.parton@act.gov.au](mailto:rebecca.parton@act.gov.au)

**Community Services**

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

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

**Inclusion and Participation  
National Multicultural Festival  
Event Coordination Officer National Multicultural Festival  
Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 43842)**

Gazetted: 28 May 2019

Closing Date: 11 June 2019

Details: The National Multicultural (NMF) Festival is hugely popular high-profile major event held each year in the Canberra CBD. It is a key event on the cultural calendar for the ACT Government and serves as an important platform for social cohesion by enabling the multicultural community to showcase their culture, traditions and heritage through language, food, music and dance. The Event Coordination Officer will work with and support the NMF team to coordinate the NMF event. CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: The successful candidate will have experience in the implementation of large-scale community events. They will have knowledge or experience in, or can easily grasp, the concepts of project/ event management and be familiar with EventsAir or similar application.

Note: Applicants for this position will need to have a flexible work approach and be comfortable getting out and about in various locations. Please review the Position Description for details about the role and associated responsibilities.

How to Apply: Applicants should address the Selection Criteria (with a maximum of 300 words per criterion), provide details of two referees and a current Curriculum Vitae. Suitability for this position will be assessed on your skills, knowledge and experience in relation to the duties/responsibilities listed in the attached Position Description.

Contact Officer: Azra Khan (02) 6205 0522 [azra.khan@act.gov.au](mailto:azra.khan@act.gov.au)

A Joint Selection Committee Process will be established for the selection process for the recruitment of this position.

## **Cultural Facilities Corporation**

### **ACT Historic Places**

#### **Visitor Services**

#### **Manager, Visitor and Commercial Services**

**ASO 6 \$83,135 - \$95,146, Canberra (PN: 9011)**

Gazetted: 29 May 2019

Closing Date: 12 June 2019

ACT Historic Places is seeking a talented individual to manage the Visitor Services team in the role of Manager, Visitor and Commercial Services. The Visitor and Services team is responsible for delivering education and public programs, commercial services and events/venue management to a range of audiences and users at three historic properties, including Lanyon Homestead, Mugga-Mugga Cottage and Calthorpes House.

The Manager leads the ACT Historic Places Visitor Services Team to ensure the delivery of high quality and inspiring visitor experiences and coordinate activities to continually improve visitor experience and enhance the development of revenue opportunities across ACT Historic Places. The successful applicant will have demonstrated experience in delivering quality customer and visitor experiences, venue management and commercial services within a museum/gallery setting. A demonstrated ability to manage staff, budgets, competing tasks and work to deadlines is essential.

Eligibility/Other Requirements: A current driver's licence is essential.

Note: This position involves some strenuous physical activity and lifting and out-of-hours work.

How to Apply: Applicants must submit a written statement addressing the selection criteria and a CV  
Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email [CFC.HR@act.gov.au](mailto:CFC.HR@act.gov.au)

## **Education**

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

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

### **System Policy and Reform**

#### **Analytics and Evaluation**

#### **Executive Officer /Analyst**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 41972)**

Gazetted: 24 May 2019

Closing Date: 31 May 2019

Details: The successful applicant will support the Directorate in the provision of secretariat responsibilities for intergovernmental bodies in Australia. Duties will include liaising with other Education jurisdictions, staff in the

Directorate and other organisations. This position will include applying information management software skills as an analyst.

Eligibility/Other Requirements: A Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

How to Apply: Interested applicants please send the following documents: ACT Government Application Coversheet, including contact details of two referees; Curriculum Vitae; and a two-page statement addressing the Selection Criteria, including key examples to [jobs@act.gov.au](mailto:jobs@act.gov.au) and the Contact officer by the closing date.

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

Contact Officer: Trish Ghirardello (02) 6205 4283 [trish.ghirardello@act.gov.au](mailto:trish.ghirardello@act.gov.au)

### **System Policy and Reform**

#### **Enrolments and Planning**

##### **Schools Planning Officer**

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 37380)**

Gazetted: 23 May 2019

Closing Date: 6 June 2019

Details: The ACT Government School Education System is growing at a rapid pace - more than three per cent per annum over the last several years. The Enrolments and Planning Branch is responsible for the Education Directorate's approach to planning for this challenge, including the role of long term planning for new schools and investment in infrastructure. Enrolments and Planning is seeking a Schools Planning Officer to help with this work. The Schools Planning Officer will be responsible for: modelling and analysis of student demand; development and analysis of options for responding to growing demand; and policy development on schools planning issues. The successful candidate will have the opportunity to make a meaningful contribution to the wellbeing of Canberra's children and to work in a small and dynamic team.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Planning, Demographics or a related discipline would be desirable. The role will require initiative, strong analytical and policy skills and the ability to communicate effectively. Prior experience with schools planning is not required.

Note: This is a temporary position available immediately for six months, with the possibility of extension up to 12 months. Selection may be based on application and referee reports only.

How to Apply: If you think you're up for it, please send us an Application Coversheet, your Curriculum Vitae and a written response to the Selection Criteria. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Alexander Konovalov (02) 6205 2634 [alexander.konovalov@act.gov.au](mailto:alexander.konovalov@act.gov.au)

### **School Performance and Improvement**

#### **North and Gungahlin Network**

##### **Palmerston District Primary School**

##### **Office Manager**

##### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 22812)**

Gazetted: 23 May 2019

Closing Date: 3 June 2019

Details: Palmerston District Primary School is looking to fill the role of Office Manager. The primary responsibilities for this position are working cooperatively and under appropriate supervision in a team environment to undertake a range of well-developed and high level administrative and support duties whilst adhering to tight timeframes to meet the business needs of the school. The successful applicant will demonstrate a vibrant and positive disposition. This includes: Supervise front office administrative staff members; prioritise, coordinate and manage the workflow of the front office; be responsible for the team's efficiency and become involved in operational work as necessary; Principal's Personal Assistant, managing their calendar/agendas and working in collaboration with the school executive/leadership team to support work area planning and improvement. Provide reliable support to the executive staff in the day to day management of the school and to the implementation of school-based

management. Lead event management involving close community links liaison. Building and maintaining productive working relationships with stakeholders, both internal and external to ACT Government. Newsletter/Website management. Prepare correspondence and assist with the development of procedural guidelines. Oversee compliance, ensuring it is met. Oversee First Aid procedural guidelines and currency. Coordinating and managing records and databases, complying with administrative systems – SAS, MAZE, processes and policies, to ensure all information is accurate, stored correctly and accessible. Facilitate efficient Work Safety Representative (WSR) operations and support the administration of policy, consistent with relevant standards and procedures. Gather and collate information for and preparing documentation and reports on WSR. Ensuring compliance with regulations relating to the National Quality Framework for Preschool ACEQA regulations. Processing waiver and incident reports. Responding to and resolving sensitive enquiries and issues to ensure the provision of accurate information, and the timely and effective resolution of issues.

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

Note: An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Interested applicants are asked to provide an Application Coversheet, a current Curriculum Vitae, and responses to the Selection Criteria. Completed applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Kate Smith (02) 6142 1440 [kate.smith@ed.act.edu.au](mailto:kate.smith@ed.act.edu.au)

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

## **School Performance and Improvement**

### **Tuggeranong Network**

#### **Bonython Primary School**

##### **Classroom Teacher**

##### **Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 02075)**

Gazetted: 28 May 2019

Closing Date: 11 June 2019

Details: Bonython Primary School is seeking a highly effective classroom teacher to work collaboratively as part of the 3-4 teaching team. The successful applicant will lead students in building an inquiry mindset, based on the work of Kath Murdoch; have a sound understanding of the five principles of formative assessment to implement an inquiry pedagogical framework; collaboratively plan with other team members and demonstrate a good understanding of the Australian Curriculum; effectively use data and evidence to ensure all students continue to improve and meet/work towards the Achievement Standards; have strong credibility as a classroom teacher. The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

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

How to Apply: Complete the Application Coversheet and provide a two page statement of claims based on the Australian Professional Standards for teachers and a Curriculum Vitae.

Contact Officer: Gregory Terrell (02) 6142 0640 [gregory.terrell@ed.act.edu.au](mailto:gregory.terrell@ed.act.edu.au)

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

## **School Performance and Improvement**

### **North Canberra/Gungahlin Network**

**Gungahlin College**

**Classroom Teacher - History and another KLA**

**Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 39297)**

Gazetted: 29 May 2019

Closing Date: 12 June 2019

Details: Gungahlin College is seeking an enthusiastic and outstanding teacher of History. The ability to teach another Key Learning Area (KLA) is highly desirable. The successful applicant will demonstrate an innovative approach to education that encompasses best practice, collaborative teaching and learning including an ability to teach in open learning spaces, with extensive use of ICT and online learning platforms.

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

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

Note: This is a permanent full-time position, however part-time applications will be considered.

How to Apply: Complete the Application Coversheet. Provide a two page statement of claims based on the Australian Professional Standards for teachers and a Curriculum Vitae.

Applicants should note that a Joint Selection Committee (JSC) will be established in accordance with the collective/enterprise agreement provisions will assess all applications for this position. This selection process is not appealable.

Contact Officer: Michael Lemmey (02) 6142 1000 michael.lemmey@ed.act.edu.au

**School Performance and Improvement**

**North and Gungahlin Network**

**Gungahlin College**

**Classroom Teacher - Maths**

**Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 39106)**

Gazetted: 28 May 2019

Closing Date: 11 June 2019

Details: Gungahlin College is seeking an enthusiastic and outstanding Teacher of high-level college Maths. The successful applicant will demonstrate an innovative approach to education that encompasses best practice, collaborative teaching and learning, including an ability to teach in open learning spaces, with extensive use of ICT and online learning platforms.

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

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

Note: This is a permanent full time position, however part time applications will be considered.

How to Apply: Applicants are asked to complete the Application Coversheet, provide a two page statement of claims based on the Australian Professional Standards for teachers and a Curriculum Vitae. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Mitchell Tummers (02) 6142 1000 mitchell.tummers@ed.act.edu.au

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

**School Performance and Improvement**

**North and Gungahlin Network**

**Harrison School**

**7-10 Outdoor Education Classroom Teacher**

**Classroom Teacher \$68,022 - \$101,821, Canberra (PN: 12249)**

Gazetted: 28 May 2019

Closing Date: 11 June 2019

Details: Harrison School is seeking a highly motivated and innovative Outdoor Education specialist teacher to join our teaching staff in the Year 7 -10 sub school. This position is mainly focused on delivering a highly engaging and dynamic program that inspires and promotes personal achievement for our students. The successful applicant will be required to teach another learning area as part of their teaching load and work collaboratively with a team of highly effective teachers. The successful applicant will be required to have deep knowledge of the Australian Curriculum in at least one key learning area as well as being able to develop a school-based curriculum for Outdoor Education that adheres to the Directorate's Outdoor Education policy and procedures. The applicant will require the ability to build strong relationships with students, staff, parents and members of the broader school community.

Eligibility/Other Requirements: Successful applicant must hold relevant qualifications and certifications relevant to an Outdoor Education Teacher. A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please follow the instructions in the Classroom Teacher Application Package. Please provide an Application Coversheet, Curriculum Vitae and Selection Criteria to be sent directly through to [jobs@act.gov.au](mailto:jobs@act.gov.au). Contact Officer: Rebecca Platten (02) 6142 2200 [rebecca.platten@ed.act.edu.au](mailto:rebecca.platten@ed.act.edu.au)

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

## **School Performance and Improvement**

### **North and Gungahlin Network**

#### **Gungahlin College**

##### **Executive Assistant**

**School Assistant 4 \$63,754 - \$69,033, Canberra (PN: 34786)**

Gazetted: 28 May 2019

Closing Date: 11 June 2019

Details: Do you get excited by managing calendars, creating media content and assisting executive staff? Do you love a flexible workplace? Is your glass half full? If you answered yes to these questions, and you also have amazing Executive Assistant skills and experience, then we are looking for you! Gungahlin College has an exciting Executive Assistant opportunity. The College is a proud supporter of flexible working arrangements where possible, and there can be some negotiation around start and finish times.

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

Note: This is a temporary position available for of 12 months, with the possibility of extension and/or permanency. School Assistant fours are required to work six days during stand down periods (school holidays) between school terms. This is in addition to the four days professional learning requirement.

How to Apply: If you think you have the skills and experience to support our Principal and Senior Executive Team, we would love to hear from you. All applicants are required to complete the Application Coversheet, provide written responses to the selection criteria and provide a current Curriculum Vitae and submit via [jobs@act.gov.au](mailto:jobs@act.gov.au). Contact Officer: Chantelle Lawson (02) 6142 1001 [chantelle.lawson@ed.act.edu.au](mailto:chantelle.lawson@ed.act.edu.au)

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

## **School Performance and Improvement**

### **North and Gungahlin Network**

## **Jervis Bay School**

### **Principal**

#### **School Leader A \$150,276 - \$180,443, Canberra (PN: 01682)**

Gazetted: 23 May 2019

Closing Date: 6 June 2019

Details: The Jervis Bay region is on the south coast of New South Wales, approximately 200 kilometres south of Sydney and 25 kilometres southeast of the regional town of Nowra. Jervis Bay School is located on HMAS Creswell Naval College grounds within the Booderee National Park, one of only three Aboriginal owned National Parks in Australia. We are a small, community school with unique features and school culture. 95% of our enrolments are Aboriginal, Wreck Bay people. The school has a strong multigenerational partnership and connection with local Aboriginal families that engages with Aboriginal and Torres Strait Islander history, culture and sustainability. The school's unique Booderee Junior Rangers program provides an opportunity for students to learn about their local area, Aboriginal culture and connect to country. The successful applicant will be required to be a passionate educator with effective communication skills that support the culture, history and heritage of the school through cultural activities. The applicant will also be required to demonstrated strong inclusive practices in community programs with the ability to build strong relationships across the school community and a focus of developing a culture of learning and understanding of 'best practice' for our students.

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

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

How to Apply: If you are interested in leading this Canberra public school please send your Curriculum Vitae (two pages) and statement of claims (no longer than six pages) addressing the five leadership capabilities. For more information about this opportunity, please contact the contact officer. In your application, we want to learn about the impact your leadership has had on improving outcomes for students, and what makes you the best person to be the next principal of Jervis Bay. Your Curriculum Vitae should also include the details of at least two referees.

Contact Officer: Judith Hamilton (02) 6205 3313 [judith.hamilton@act.gov.au](mailto:judith.hamilton@act.gov.au)

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

## **Business Services**

### **People and Performance**

#### **HR Strategy**

##### **Director - HR Programs**

#### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 43977)**

Gazetted: 24 May 2019

Closing Date: 31 May 2019

Details: Are you a passionate HR practitioner looking to work in an exciting and dynamic HR Strategy Team which is focussed on developing sound programs to support the Education Directorate? If so, People and Performance would welcome your application. The Director – Human Resources (HR) Programs is responsible for implementation of HR initiatives to support a high performing Directorate and a leading learning organisation, where our people matter. The HR Strategy Team sits within the People and Performance Branch and is responsible for providing programs and initiatives that support capability and engagement of our employees. The team also manages all entry level programs, learning and development and supporting talent attraction programs. You will possess strong collaborative skills and a desire to partner with our stakeholders to deliver strategies and policies. The Director will have a key role in our branch leadership team that work together to drive HR initiatives and strategies to support the Education Directorate. The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

Note: Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: In two pages or less address the Professional and Technical Skills, and Knowledge and the Behavioural Capabilities including providing an example of a significant achievement you have made within the last

two years. Please provide a current Curriculum Vitae, Application Coversheet and two referees. Please ensure that one of the referees is your current or immediate past supervisor. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)  
Contact Officer: Michelle Caulfield (02) 6207 7613 [michelle.caulfield@act.gov.au](mailto:michelle.caulfield@act.gov.au)

### **School Performance and Improvement**

#### **Tuggeranong Network**

#### **Gordon Primary School**

#### **School Leader**

#### **School Leader C \$117,515, Canberra (PN: 12891, several)**

Gazetted: 24 May 2019

Closing Date: 3 June 2019

Details: Gordon Primary School is seeking to fill the role of School Leader C. The successful applicants will work in collaboration with the Principal and the Executive Team; provide leadership and management, coaching, mentoring and supervision to designated flexible teams and sub-teams (Professional Learning Communities – PLCs). Promote continuous improvement by assisting in leading implementation of the Gordon School Plan, the ACT Education Directorate Strategic Plan and priorities of the Tuggeranong Network. Assist with the development and the implementation of school-wide educational and organisational policies, procedures, programs and activities including spirals of inquiry based on data gathering, analysis and systematic action planning. Provide leadership in implementing the Australian Curriculum including; the development of integrated units, based on the Learning by Design model, student wellbeing initiatives based on the Choice Theory and the Quality School (Glasser) ethos as well as Positive Behaviours for Learning (PBL), the Quality Teaching model, Kagan Cooperative Learning, implementation of school endorsed literacy and numeracy approaches, personalized learning and Response to Instruction (RTI) and implementation of the Australian Digital Literacy Curriculum. Provide support to staff re quality teaching strategies, classroom management, student management and welfare. Facilitate rigorous and intentional collaborative planning, teamwork and continuous improvement based on Gordon Primary School norms and processes. Promote positive school and community relations, parent involvement and liaison with other sectors and schools within the Lanyon Cluster, Tuggeranong Network, the ACT Education Directorate and the ACT in general and teach an appropriate load and undertake teaching tasks and other duties.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: These are temporary positions available from 22 July 2019 until 09 October 2020. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit your Curriculum Vitae, statement of claims based on the leadership capabilities outlined in the application package (maximum five pages) and Application Coversheet with two referees.

Contact Officer: Murray Bruce (02) 6142 2530 [murray.bruce@ed.act.edu.au](mailto:murray.bruce@ed.act.edu.au)

### **Business Services**

#### **People and Performance**

#### **HR Policy and Practice**

#### **Assistant Director HR Business Partners**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 02323)**

Gazetted: 28 May 2019

Closing Date: 4 June 2019

Details: Do you have exceptional problem solving skills, great analytical skills, tip top writing skills and demonstrated experience providing advice on complex employment and conduct matters? The People and Performance team are seeking a proactive and self-motivated HR professional to join our friendly and supportive People Cases team to provide effective case management of conduct matters.



Note: This is a temporary position for a period of 12 months with possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Applicants are required to provide a maximum one page pitch outlining their skills, experience and suitability based on the requirements of the role as set out in the Position Description along with an Application Coversheet and current Curriculum Vitae. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Megan Moriarty (02) 6205 8271 [megan.moriarty@act.gov.au](mailto:megan.moriarty@act.gov.au)

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

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

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

#### **City Renewal Authority**

##### **Business Operations**

##### **Executive Assistant**

##### **Administrative Services Officer Class 5 \$77,155 - \$81,668, Canberra (PN: 35904)**

Gazetted: 28 May 2019

Closing Date: 13 June 2019

Details: The purpose or prime function of the position is to provide executive assistance to the Chief Executive Officer and the Chief Operating Officer in addition to providing general administration assistance to support the day-to-day functioning of the Authority Board and Committees. Working from home may be approved on an ad-hoc basis but will not be available as a permanent arrangement. Due to the nature of the duties within this position a full-time role is required and is not suitable for part-time work. The City Renewal Authority is looking for a highly organised individual with extensive experience in a variety of roles. The ability to liaise with internal and external stakeholders is essential as is a strong focus on attention to detail. The preferred candidate will have demonstrated previous experience in an Executive Assistant role working to Senior Executives.

Note: This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Applicants are asked to supply a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details and an Application Coversheet. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Annette Zerial (02) 6207 9274 [annette.zerial@act.gov.au](mailto:annette.zerial@act.gov.au)

#### **Planning Delivery**

##### **Development Assessment**

##### **Planning Support**

##### **Assessment Officer**

##### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 15952, several expected vacancies)**

Gazetted: 28 May 2019

Closing Date: 11 June 2019

Details: Planning Delivery is seeking a motivated and enthusiastic person(s) to assess and determine development applications, provide advice and support the development application process, and undertake other tasks associated with the delivery of planning and environmental objectives within the Planning Delivery Division. You will have excellent communication skills and the ability to provide consistently high levels of customer service to the community and industry on a range of planning and development matters. You will interpret planning legislation, undertake assessments of proposals and make recommendations to senior delegates. You will be a team player, with the ability to also work independently, and contribute to a culture of constant improvement and innovation. This position requires strong analytical skills, high level communication skills and a strong focus on working with the development industry, the community, agencies and other ACT Government directorates.

Note: This process will establish a merit pool to fill temporary positions with the possibility of extension and/or permanency at level within the Planning Delivery Division over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, a written application addressing the Selection Criteria (limited to two pages), along with your current Curriculum Vitae.

Contact Officer: Craig Weller (02) 6205 3846 [craig.weller@act.gov.au](mailto:craig.weller@act.gov.au)

## **Urban Renewal**

### **Executive Branch Manager, Urban Renewal Projects**

#### **Executive Level 1.4 \$238,013 - \$248,167 depending on current superannuation arrangements, Canberra (PN: E1071)**

Gazetted: 28 May 2019

Closing Date: 11 June 2019

Details: The Environment, Planning and Sustainable Development Directorate is seeking to fill the role of Executive Branch Manager, Urban Renewal Projects.

Urban Renewal's role is to demonstrate how integrated land use outcomes deliver well-designed sustainable urban growth and community infrastructure while protecting Canberra's environment.

You will be working collaboratively with the Executive Group Manager, Urban Renewal to deliver initiatives and projects that demonstrate a compact and efficient city. In addition to ensuring the delivery of Urban Renewal Projects you will also be responsible for the delivery of the Loose Fill Asbestos Eradication program, direct sales, due diligence for urban sites and high priority strategic projects.

As part of the senior leadership team the successful applicant will play a lead role in setting a positive culture based on respect and collaboration to operationalise sound governance, accountability and risk management behaviours across the Directorate.

The position requires an energetic person with exceptional leadership and management skills to lead high performing teams and set direction within a complex organisation that has a broad range of responsibilities. Experience at an executive level with strong business and people management skills, as well as superior skills in stakeholder engagement, collaborative partnerships, balanced decision making and issue management is essential.

Remuneration: The position attracts a remuneration package ranging from \$238,013 to \$248,167 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627. From 1 July 2019, the remuneration package will increase, ranging from \$251,027 to \$260,803 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$195,520 (see Remuneration Tribunal Determination 2 of 2019).

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

How to Apply: If this is a role that interests you please send a two page summary demonstrating your capabilities relevant to the position.

Contact Officer: Further information about the position is available from Bruce Fitzgerald, Executive Branch Manager, Urban Renewal, EPSDD, [bruce.fitzgerald@act.gov.au](mailto:bruce.fitzgerald@act.gov.au), (02) 6205 8294.

## **Sustainability and the Built Environment**

### **Urban Renewal**

#### **Asbestos Response Taskforce**

##### **Senior Director**

#### **Infrastructure Manager/Specialist 2 \$170,821, Canberra (PN: 44131)**

Gazetted: 23 May 2019

Closing Date: 6 June 2019

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking an experienced Senior Director within its Urban Renewal Division to lead the Asbestos Response Taskforce. We are looking for a leader who will foster a culture of integrity, collaboration and excellence. In addition, you will facilitate co-operation and partnerships with other parts of the directorate, ACT Government, key private sector organisations,

affected home owners and the broader community. To be successful in this role you will need to have demonstrated experience communicating and negotiating within a politically sensitive and operationally diverse environment. You will also have skills and knowledge relating to Government land development, property acquisition, demolition, property management, contract and budget management, financial analysis and control, and risk management.

Eligibility/Other Requirements: A tertiary qualification in relevant field is highly desirable.

Note: Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk

How to Apply: Demonstrate your experience, skills and behaviours in carrying out the duties outlined in the Position Description by providing a supporting statement of no more than two pages outlining, with regard to your experience and/or ability in relation to the Selection Criteria: Why, in your opinion, you are the right person for the job; Why you want to work with the Asbestos Response Taskforce and what you bring to the role; and your greatest achievement/success. Please also provide a completed application coversheet, contact details of at least two referees, and your Curriculum Vitae. Completed applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Bruce Fitzgerald (02) 6205 8294 [bruce.fitzgerald@act.gov.au](mailto:bruce.fitzgerald@act.gov.au)

## **Environment**

### **Parks and Conservation Services**

#### **Biosecurity and Rural Services**

##### **Senior Legal Policy Officer**

##### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 40492)**

Gazetted: 28 May 2019

Closing Date: 13 June 2019

Details: Biosecurity and Rural Services is a section within the Parks and Conservation Service that provides technical expertise and coordinates programs across the Directorate on biosecurity, rural land management and livestock production, invasive species and kangaroo population management. It also provides a licensing and compliance capability for the Service. We are seeking an individual to manage and contribute to the development of new biosecurity legislation and legislative instruments as required. This will include: Coordination and management of resources to ensure legislation is delivered on time; interaction with Parliamentary Counsel's Office including drafting instructions, reviewing drafts, resolution of issues, final clearances; the preparation of cabinet submissions, briefings, regulatory impact statements and explanatory statements; and liaison with the Justice and Community Safety Directorate on human rights, civil law and criminal law matters and the Treasury Directorate on financial and regulatory impact matters as well as liaison with other ACT Government Directorates. You will also assist other areas within Biosecurity and Rural Services to amend existing biosecurity legislation and legislative instruments as necessary subject to resource and time constraints.

Eligibility/Other Requirements: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office and experience in the interpretation and development of legislation and legislative instruments is mandatory. Experience in government operations in the legal area is required. Experience in biosecurity or environmental law desirable.

Note: This is a temporary position available for an immediate start for 24 months. This position is available as a full time position or a part-time position for between three and four days a week. Selection may be based on application and referee reports only. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

Applicants for Biosecurity Legal Policy Officer are encouraged to read the following documents prior to applying for this position. 1) ACT Biosecurity Strategy 2016-2026 <https://www.environment.act.gov.au/parks-conservation/plants-and-animals/Biosecurity/act-biosecurity-strategy> 2) A Proposed Framework for an ACT Biosecurity Act – Discussion Paper <https://www.yoursay.act.gov.au/act-biosecurity-act>

How to Apply: Please email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Stephen Hughes (02) 6207 2508 [stephen.hughes@act.gov.au](mailto:stephen.hughes@act.gov.au)

## **Planning Delivery**

### **DA Gateway Team**

#### **Assistant Director, DA Gateway Team / Senior Assessment Officer**

**Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 15477)**

Gazetted: 23 May 2019

Closing Date: 6 June 2019

Details: The Planning Delivery Division is seeking a motivated and enthusiastic person to assist in the leadership of the Division/Development Approval (DA) Gateway Team and undertake a wide range of functions associated with development applications. The DA Gateway Team is the primary public interface for Planning and Development Assessment in the ACT. The team is responsible for pre-lodgement processes for development applications including enquires, pre-application meetings, completeness checks, as well as assessing exemption declaration applications. You will exercise delegations under the Planning and *Development Act 2007* and *Planning and Development Regulation 2008* in relation to exemption declarations and other development approvals. This position has a strong focus on working with the development industry, community, and other ACT Government directorates. You will have exceptional communication and liaison skills, a demonstrated ability to lead staff in a fast-paced multi-disciplinary environment, manage priorities, and deliver outstanding customer service.

Note: This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only.

How to Apply: Please email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, a written application addressing the Selection Criteria (limited to 2 pages in total), along with your current Curriculum Vitae.

Contact Officer: Craig Weller (02) 6205 3846 [craig.weller@act.gov.au](mailto:craig.weller@act.gov.au)

## **Justice and Community Safety**

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

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

### **ACT Emergency Services**

#### **Executive**

#### **Commissioner, Emergency Services Agency**

**Executive Level 2.4 \$325,354 - \$339,831 depending on current superannuation arrangements, Canberra (PN: E481)**

Gazetted: 24 May 2019

Closing Date: 07 June 2019

Details: Interested in advancing your emergency services career, leading, influencing and delivering change initiatives to achieve the next level of success for this vital agency? The ACT Emergency Services Agency sits within the Justice and Community Safety Directorate (JACS) and is responsible for protecting the community and ensuring the ACT is one of the safest in Australia and the world. The Agency comprises ACT Ambulance Service, ACT Fire and Rescue Service, ACT Rural Fire Service, ACT State Emergency Service and ESA Support Services. As a key member of the JACS Executive leadership group, you will work collaboratively with executives across JACS and within ACT Government to achieve strategic outcomes. You will advise the Minister for Police & Emergency Services, lead the overall strategic direction and management of emergency services, prepare emergency plans and provide high-level control and coordination of services during emergencies. Politically astute, you possess significant experience leading in complex, dynamic and operationally demanding emergency environments, comprehensive understanding of bushfires and proven ability to build sustained relationships with stakeholders across volunteers, community and government. The role will play to your strengths in collaborative leadership, diplomacy, resilience and change management and provides the forum to contribute to the Agency's ongoing growth and success.

Remuneration: The position attracts a remuneration package ranging from \$325,354 to \$339,831 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,216. From 1 July 2019, the remuneration package will increase, ranging from \$326,887 to \$340,747 depending on current superannuation arrangements of the successful applicant, which includes a cash component of \$264,004 (see Remuneration Tribunal Determination 2 of 2019).

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

Sound like you? The ACT Government is committed to creating great workplaces with positive cultures that demonstrate respect, equity and diversity for all employees. For further information and to apply visit [www.rosemaryhardham.com.au](http://www.rosemaryhardham.com.au) or contact Rosemary Hardham on +613 8648 6552.

Contact Officer: Further information about the position is available from Rosemary Hardham of Rosemary Hardham and Associates.

### **Corrective Services**

#### **Custodial Operations**

#### **AMC Administration**

#### **Administration Officer**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 38288)**

Gazetted: 29 May 2019

Closing Date: 12 June 2019

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Administration Officer (ASO4) in the AMC Executive Support Team. The successful applicant will be responsible for providing office management and administrative support to meet the needs of the Alexander Maconochie Centre (AMC) and the Court Transport Unit (CTU). You may also be required to assist with meeting organisation and secretariat responsibilities, including preparation of agendas, taking and transcribing minutes. In addition, you will be responsible for preparing a range of correspondence including letters, briefings and written reports and undertake a range of more complex tasks including minor procedure reviews and analytical reporting. Further to this, you will be required to create and maintain registers in relation to the daily operations of the prison and prepare related reports and documentation including incident reporting and visit bookings. To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities. The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful candidate may be required to undergo a Police check. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A Current driver's licence is required.

How to Apply: Applicants are required to submit five items: 1) ACT Government Application Coversheet; 2) statement of claims against specified Selection Criteria; 3) a current resume; 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. Applications should be sent to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Jessica Horua (02) 6207 6861 [jessica.horua@act.gov.au](mailto:jessica.horua@act.gov.au)

### **Corporate**

#### **Office of the Chief Operating Officer**

#### **Executive Officer/Director, Office of the Chief Operating Officer**

#### **Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 05397)**

Gazetted: 28 May 2019

Closing Date: 4 June 2019

Details: Justice and Community Safety (JACS) is seeking an experienced candidate to fill the role of Executive Officer/Director, Office of the Chief Operating Officer. This position provides high-level executive support to the Chief Operating Officer (COO) and requires leadership, relationship management, and strategic analysis and communications skills. Along with the continued implementation of the One JACS, One Corporate model, the role delivers strategic advice and support on priority matters to other JACS Corporate Executives. Undertaking duties on behalf of the COO, the successful applicant assist in the oversight of the Office of the COO, liaises with the Ministers' Offices, Senior Executives and Business Unit heads; and in the absence of the Director Communications, Engagement and Media, provides guidance to the Communications and Media team. This position will also undertake projects, conduct research and analysis, and provide high-quality briefing. Flexibility and willingness to

provide support as priorities emerge, and the ability to work as part of a small team are also important attributes for undertaking the role.

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: Demonstrate your experience, skills and behaviours in carrying out the duties outlined above by providing: no more than a two page written response addressing the Professional/Technical Skills and Knowledge, and Behavioural Capabilities; a current Curriculum Vitae and contact details of two referees. Applications should be sent [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Moira Crowhurst (02) 6207 8420 [moira.crowhurst@act.gov.au](mailto:moira.crowhurst@act.gov.au)

### **Human Rights Commission**

#### **Discrimination, Health, Disability and Community Services Commissioner**

##### **Senior Conciliator and Review Officer**

##### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 11395)**

Gazetted: 29 May 2019

Closing Date: 14 June 2019

Details: The ACT Human Rights Commission seeks to fill a full time position within the Health, Discrimination, Disability and Community Services Commissioner's Complaints team. The Commission is looking for an analytical, solutions-focused and resilient person to be responsible for managing a caseload of complex complaints, including investigation and conciliation in the areas of discrimination, health services, disability and community services and services for children and young people. This position also involves undertaking policy and project tasks and community education and engagement. The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a Legal or Health field would be desirable.

Note: This is a temporary position available for up to 12 months with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Applicants who have previously applied do not need to apply again as those applications will be considered in this recruitment process.

How to Apply: Please provide a resume, Application Coversheet and response to each individually numbered Selection Criteria. Examples are included to assist applicants to address the Selection Criteria. Please limit your response to a maximum of two pages in total. Applications should be forwarded to: [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Alison Murley (02) 6205 2222 [alison.murley@act.gov.au](mailto:alison.murley@act.gov.au)

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

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

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

#### **City Services**

##### **Birrigai**

##### **Business and Admin Manager**

##### **Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 38170)**

Gazetted: 29 May 2019

Closing Date: 12 June 2019

Details: Birrigai currently has a temporary vacancy for a highly motivated individual with strong interpersonal and time management skills to act as the Business and Administration Manager. This role is responsible for the daily facility management at the site as well as overseeing and actively contributing to the management of the financial and administrative aspects of Birrigai. The successful applicant will have strong communication skills and the ability to manage competing priorities, including addressing urgent issues as they arise. The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Prior use and knowledge of Oracle and APIAS/Converga would be highly advantageous. 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.accessscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accessscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available from 24 June until 15 November with the possibility of extension up to 12 months.

How to Apply: Interested persons should submit an Expression of Interest of no more than two pages addressing the Selection Criteria, an Application Coversheet and current Curriculum Vitae to [jobs@act.gov.au](mailto:jobs@act.gov.au).

Contact Officer: Jane Carder (02) 6205 3334 [jane.carder@act.gov.au](mailto:jane.carder@act.gov.au)

## **City Services**

### **Yarralumla Nursery and Birrigai**

#### **Yarralumla Nursery**

#### **Wholesale Nursery Worker**

#### **General Service Officer Level 3/4 \$49,040 - \$53,553, Canberra (PN: 43598)**

Gazetted: 24 May 2019

Closing Date: 27 June 2019

Details: Yarralumla Nursery is the largest wholesale production plant nursery in the Capital Region. We are currently seeking a motivated person with a strong work ethic to fill the position of Wholesale Nursery Worker in our production team. The successful applicant must be able to demonstrate the ability to contribute positively within a team environment and work independently with limited supervision where required. Yarralumla Nursery is committed to the ACT Government values, Code of Conduct and Respect and Equity Framework. The ACT Public Service 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, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: It is desirable but not essential that the successful applicant will have experience in the plant nursery or landscape industry and hold a manual class C drivers licence.

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

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. An order of merit will be established from this selection process and may be used to fill future vacancies over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: Applicants must respond directly to Selection Criteria. Applicants should email their response to Selection Criteria to [jobs@act.gov.au](mailto:jobs@act.gov.au) along with their current resume and Application Coversheet. Any questions relating to the advertised position should be directed to the Contact Officer.

Contact Officer: Nathan Wells 0468 562 129 [nathan.wells@act.gov.au](mailto:nathan.wells@act.gov.au)

## **Suburban Land Agency**

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

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

### **Program Solutions**

#### **Community Development and Engagement**

#### **Stakeholder Engagement and Partnerships Manager**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 41547)**

Gazetted: 23 May 2019

Closing Date: 11 June 2019

Details: Bring your big ideas and passion for engagement to the Suburban Land Agency. We are looking for a proactive and enthusiastic Stakeholder Engagement and Partnerships Manager to focus on our land development

projects and stakeholder activities. As part of this team, you'll play a key role in helping the Suburban Land Agency execute its strategies in engagement, partnerships and brand awareness. What we are looking for: a strategic thinker; someone with excellent interpersonal skills who can create and build relationships and partnerships with key contacts – a people person; someone who would like to make a difference to local communities, and genuinely engage community for balanced outcomes; a person who understands the complexities that can come from engagement, but is willing to accept that challenge; an organised person who can multi-task and work under pressure; a team player – this role will support the whole Agency so will need to enjoy working as part of a larger team; a 'can do' attitude to support the opportunities that come with engagement; someone who is available and willing to manage engagement activities, and liaise with key stakeholders; a creative and innovative person who can think outside the box. Proven experience in communications, exceptional oral, written and interpersonal skills, and an interest in and understanding of local political issues.

Eligibility/Other Requirements: Tertiary qualifications in Public Relations, communications, Digital Media or Journalism; or equivalent Government senior level experience would be considered an advantage. Required for successful applicant: White Card; Drivers Licence. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: After hours and weekend work may be required. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk. Selection may be based on application and referee reports only

How to Apply: Please email to [jobs@act.gov.au](mailto:jobs@act.gov.au): an Application Coversheet, a written application addressing the Selection Criteria limiting responses to 350 word per criteria, along with your current Curriculum Vitae, listing two referees and their contact details.

Contact Officer: Jody Gleeson (02) 6205 1876 [jody.gleeson@act.gov.au](mailto:jody.gleeson@act.gov.au)

## **Canberra Health Services**

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

### **Clinical Services**

#### **Rehabilitation Aged and Community Services**

#### **Community Care Program**

#### **Assistant Director of Nursing, Community Care Program**

#### **Registered Nurse Level 5.3 \$136,004, Canberra (PN: 20304)**

Gazetted: 30 May 2019

Closing Date: 14 June 2019

#### **About us**

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region. CHS administers a range of publicly funded health facilities, programs and services including but not limited to: The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

Six community health centres: providing a range of general and specialist health services to people of all ages.

Four Walk-in Centres: which provide free treatment for minor illness and injury.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

CHS is a partner in teaching with the Australian National University, Canberra Institute of Technology the University of Canberra and the Australian Catholic University.



The Rehabilitation, Aged and Community Services (RACS) Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broad range of sites throughout the ACT, including hospitals, community health centres and the homes of clients.

#### Overview of the Work Area and Position

The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT. These services include direct nursing care in areas of wound, continence, stoma, post-acute support, palliative care and the delivery of the Self Management of Chronic Conditions program. Services are delivered in a clinic or domiciliary setting.

The Assistant Director of Nursing (ADON) provides overarching leadership for the delivery of nursing services by the regional teams and after hours Link team across the ACT. As a senior manager, the ADON works with the Program Director on strategic input and support for Divisional and organisational goals. The ADON is responsible for professional leadership for nurses working within multidisciplinary teams and for the operational management of nursing services within CCP. The ADON ensures the effective and efficient delivery of nursing care.

#### Eligibility/Other Requirements

##### Mandatory:

Be registered with the Australian Health Practitioner Regulation Agency (AHPRA).

Current driver's licence.

##### Desirable:

Holding or working towards a higher degree in Health Services Management is highly desirable.

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*.

Contact Officer: Maxine Scicluna (02) 5124 1576 or (02) 5124 4159 maxine.scicluna@act.gov.au

## Clinical Services

### Medicine

#### Clinical

#### Stroke Nurse Practitioner

#### Registered Nurse Level 4.2 \$127,567, Canberra (PN: 42975)

Gazetted: 30 May 2019

Closing Date: 12 June 2019

#### About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

#### Overview of the work area and position

This is a new position based within the Division of Medicine, Department of Neurology and Acute Stroke at Canberra Health Services.

The 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.

Patient centred, multidisciplinary care is provided to acute stroke patients presenting to the Emergency Department or in inpatient areas through Canberra Hospital. Co-ordination of care is also facilitated for hyper acute therapies for patients referred from peripheral hospitals.

The successful applicant will be required to work collaboratively as a member of the multidisciplinary team and work under broad direction to provide assessment and intervention for people presenting with acute stroke/transient ischaemic attack or requiring review for ongoing secondary prevention. Within the Acute Stroke team both an acute response, assessment and intervention in order to reduce long term disability and the length of hospital stay.

The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that you will contribute your expertise to the multidisciplinary team and work collaboratively with the head of department and provide clinical leadership and supervision to less experienced staff including Registered Nurse Level 3, Level 2, Level 1 and students.

Eligibility/Other Requirements

**Mandatory**

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Endorsed as a Nurse Practitioner with the Nursing and Midwifery Board of Australia (NMBA).

**Desirable**

Extensive clinical experience at an advanced level in Stroke

Current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Kellie Noffke (02) 5124 2619 [kellie.noffke@act.gov.au](mailto:kellie.noffke@act.gov.au)

## **Clinical Services**

### **Chief of Clinical Operations**

### **Territory Wide Surgical Services**

### **Assistant Director of Nursing**

**Registered Nurse Level 4.1 \$119,122, Canberra (PN: 33235)**

Gazetted: 30 May 2019

Closing Date: 12 June 2019

Details: About us

Canberra Health Services 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 Health Services 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.

Territory Wide Surgical Services forms part of the Clinical Operations Division within Canberra Hospital and Health Services of ACT Health and supports the provision of effective public surgical services in ACT public hospitals.

The role of the Territory Wide Surgical Services Team is to establish, review and update policy that governs the management of elective surgery for ACT public hospitals. The service also provides support for initiatives to improve the efficiency and effectiveness for elective surgery including managing access to surgery through the Central Waitlist Service and the Telephone information Service.

A key strategic priority for this service is to deliver timely access to effective and safe hospital care. Therefore another key role of this service is to work collaboratively with all hospitals to develop and implement Territory Wide initiatives that are aimed at improving access to elective surgery and services.

Overview of the work area and position

The Assistant Director of Nursing (ADON) Territory Wide Surgical Services holds a senior nursing leadership position within the Clinical Operations Division. The ADON manages Territory Wide Surgical Services, which includes the Central Waiting List. The ADON is responsible with the Senior Manager for the physical, fiscal and human resources and the provision of a person centred approach to ensure timely access to surgery and other services as required.

Eligibility/Other Requirements

**Mandatory:**

Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA)

**Desirable:**

Post graduate qualifications in advanced nursing or related field

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

**Note**

This is a temporary position available for eight months with the possibility of extension.

Contact Officer: Kellie Lang (02) 5124 9044 [kellie.lang@act.gov.au](mailto:kellie.lang@act.gov.au)

**Clinical Services**

**Clinical Support Services**

**Nursing Administration**

**After Hours Hospital Manager**

**Registered Nurse Level 4.1 \$119,122, Canberra (PN: 29883, several, expected vacancies)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

**About us**

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Queanbeyan, and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Canberra Health Services 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 After Hours Hospital Manager works under direction of the ADON for Patient Flow to provide after hour's operational leadership, patient flow and support for the coordination and management of hospital resources.

**Eligibility/Other Requirements:**

**Mandatory:**

Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

**Desirable:**

Holds or is working towards a post graduate tertiary Nursing qualification in Acute Nursing relevant to an acute hospital setting.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

**Note:**

This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Lynette O'Connell (02) 5124 2831 [lynette.o'connell@act.gov.au](mailto:lynette.o'connell@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Medical**

##### **Registered Nurse Level 2, Intravenous Access Team (IVAT)**

##### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 33409)**

Gazetted: 30 May 2019

Closing Date: 17 June 2019

About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services to the Australian Capital Territory (ACT)—a catchment of approximately 400,000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley. CHS administers a range of publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

CHS 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 Intravenous Access Team (IVAT) is responsible for Peripherally Inserted Central Catheter (PICC) insertions in patients aged 12 and over at Canberra hospital. IVAT is responsible for prioritizing PICC insertions based on patient needs, providing patient and staff education, data collection and entry and the surveillance and troubleshooting of Central Venous Access Devices (CVAD's).

Under the guidance of the IVAT CNC the RN2 applicant will be trained and credentialed in the insertion of PICC lines under ultrasound and ECG guidance.

Eligibility/Other Requirements

Mandatory:

Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Recent relevant acute post registration experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Note

This position is a fulltime permanent position working Monday to Friday. A merit list will be established from this process which may fill a temporary vacancy for leave relief and a training position which may arise over the next 12 months.

Contact Officer: Marg McManus (02) 5124 5164 [margaret.mcmanus@act.gov.au](mailto:margaret.mcmanus@act.gov.au)

## **Clinical Services**

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

#### **Women's and Babies**

##### **Clinical Development Midwife**

##### **Registered Midwife Level 2 \$91,910 - \$97,413, Canberra (PN: 22495)**

Gazetted: 30 May 2019

Closing Date: 17 June 2019

About us

Canberra Health Services 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 Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

Canberra Health Services 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 CHS which includes ensuring the delivery of Canberra Health Services' Quality Strategy and government priorities and aligning them with ACT Health's Territory Wide Services Framework.

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 Canberra Health Services 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.

Canberra Health Services 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

Clinical Development Midwife: Maternity Services

The Clinical Development Midwife position supports Midwives within the Centenary Hospital for Women and Children. This position also provides support for newly graduated midwives throughout the Maternity Unit and is involved in unit wide in-service and education activities.

Eligibility/Other Requirements

*Mandatory:*

Be registered or be eligible for registration as a midwife with the Australian Health Practitioner Regulation Agency (AHPRA).

Eligibility for membership of the Australian College of Midwives

Holds a current driver's licence or equivalent.

*Desirable:*

Tertiary qualifications or equivalent, relevant to the position.

*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 CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Penny Maher (02) 5124 7392 penny.maher@act.gov.au

## **Clinical Services**

### **Chief of Clinical Operations**

#### **Patient Flow Unit**

#### **Bed Allocations Officer**

#### **Registered Nurse Level 2 \$91,910 - \$97,413, Canberra (PN: 27242)**

Gazetted: 30 May 2019

Closing Date: 12 June 2019

About us

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Queanbeyan, and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Canberra Health Services 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 Bed Allocation Officer (BAO) provides a centralized point of contact for all patient flow activity requested to, from and within the Canberra Hospital. This position provides scope to develop an interface and relationship between all clinical areas and other associated agencies with the CHHS and Southern NSW Local Health Districts to facilitate safe and effective patient flow.

Eligibility/Other Requirements

*Mandatory:*

Registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

*Desirable:*

Holds or is working towards a post graduate tertiary nursing qualification in acute nursing relevant to an acute hospital setting.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Note

This position is part-time at 32 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Lynette O'Connell (02) 5124 2831 [lynette.o'connell@act.gov.au](mailto:lynette.o'connell@act.gov.au)

## **Clinical Services**

### **University of Canberra Hospital**

#### **Rehabilitation Aged and Community Services**

##### **Senior Physiotherapist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 22079, several)**

Gazetted: 30 May 2019

Closing Date: 11 June 2019

About us:

Canberra Health Services (CHS) 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 Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Rehabilitation, Aged and Community Services (RACS) is a vibrant and diverse Division within Canberra Health Services providing multidisciplinary rehab, aged and community services across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and clients' homes. Our staff are committed to the delivery of health services that reflect CHS's values: care, excellence, collaboration and integrity.

The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of Canberra Health Service's network of health facilities designed to meet the needs of our population.

Overview of the Work Area and Position:

Brindabella Rehabilitation Services provide day and ambulatory services at UCH or in the community for persons requiring rehabilitation or falls prevention. The team provides interdisciplinary assessment and intervention designed to maximise recovery following injury or illness including, but not limited to, neurological disorders,

amputations, orthopaedic conditions, complex medical and aged related conditions, as well as preventing injury from falls in the older population.

The Senior Physiotherapist is an important leadership role within Brindabella Rehabilitation Services and is responsible for the coordination, provision, evaluation and development of high quality evidence based physiotherapy services, as well as collaborating with inter-professional colleagues to ensure the provision of high quality interdisciplinary services.

A strong collegial and professional relationship exists with other Rehabilitation Aged and Community Services (RACS) physiotherapy services, particularly those co-located at UCH.

Eligibility/Other Requirements:

*Mandatory:*

Be registered with the Physiotherapy Board of Australia (AHPRA).

Degree in Physiotherapy, or equivalent qualification.

A current driver's licence.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Comply with CHS credentialing and scope of clinical practice requirements for allied health professionals.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note:

There are permanent and temporary positions available. The temporary position is available for two years with possibility of extension. These positions may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Michelle Bennett (02) 5124 0079 michelle.bennett@act.gov.au

## **Clinical Services**

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

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

#### **Mental Health Social Worker**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26875)**

Gazetted: 30 May 2019

Closing Date: 21 June 2019

Details: About Us

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

Mental Health, Justice Health, Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support and harm minimisation. Individual and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for people.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

- Adult Acute Mental Health Services
- Rehabilitation and Specialty Services
- Adult Community Mental Health Services
- Alcohol and Drug Services
- Child and Adolescent Mental Health Services
- Justice Health Services

Overview of the work area and position

Adult Acute Mental Health Services (AAMHS) provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their carer's and other key clinical and support services.

The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary

team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs.

This is a part time position (0.8FTE) within Adult Acute Mental Health Services and the successful applicant will be required to work across both the emergency department and the general hospital wards, with the support of the multi-disciplinary team, to provide complex mental health assessments and provide high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The successful applicant is expected to provide high quality interventions and achieve sound outcomes for individuals under minimal supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team and support the team in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies.

All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements

Mandatory:

- 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.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.
- Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes

This is a part-time permanent position available at 30:00 hours per week and the full-time salary noted above will be paid pro-rata. In negotiation with your manager the position will operate 09:00 to 15:30, 5 days per week (Mon-Fri) or 08:30 to 16:30, 4 days per week (Mon-Thurs).

Contact Officer: Peter Dexter (02) 6205 2782 Peter.Dexter@act.gov.au

## **Clinical Services**

**University of Canberra Hospital**

**Rehabilitation Aged and Community Services**

**Dietitian**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 40209)**

Gazetted: 30 May 2019

Closing Date: 12 June 2019

About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

- The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.
- University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.
- Three Walk-in Centres: which provide free treatment for minor illness and injury.
- Six community health centres: providing a range of general and specialist health services to people of all ages.
- A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.



Canberra Health Services 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 Nutrition Department, is primarily responsible for the management of core functions and provision of Nutrition based allied health services within Canberra Health Services. Services include;

#### Clinical Dietetic Services to:

Inpatients on the University of Canberra Hospital and Canberra Hospital Campuses including the Centenary Hospital for Women and Children and the Adult Mental Health Unit

Outpatients requiring specialist care from the ACT and regional NSW

Operation of centralised Special Diet Service

Operation of Infant Feeding Service

Coordination of ACT Health Clinical Education Program for Nutrition and Dietetic students from various local universities

Food Service governance activities in partnership with the Canberra Hospital Food Service Department

Under supervision, you will provide clinical dietetic services across the Canberra Health Services and contribute to service improvement and quality improvement/quality assurance activities of the department.

Canberra Health Services is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

#### Eligibility/Other Requirements:

##### Mandatory:

Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics or equivalent.

Eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential.

##### Desirable:

Current Driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Comply with CHS credentialing requirements for allied health.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

##### Note

This position may be required to participate in overtime, on call, and rotation roster. Some weekend and public holiday duty will be required. The position is based at University of Canberra Hospital however will be required to work across Canberra Health Services sites.

Contact Officer: Andrew Slattery (02) 5124 2544 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

## Clinical Services

### Surgery and Oral Health

### Dental Health Program

### Dental Therapist/Oral Health Therapist

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26603)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

#### About Us

Canberra Health Services (CHS) 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.

CHS 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 CHS's Quality Strategy and government priorities, and aligning them with CHS's Territory Wide Services Framework.

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 CHS 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.

CHS 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 Dental Health Program is in the Division of Surgery and Oral Health and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Services include

Preventative dental interventions and health promotion

Emergency dental care

Restorative and prosthetic dental care

Some orthodontic interventions for eligible clients

Services are delivered in the community as well as:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Alexander Maconochie Centre

Mobile Dental Clinic

The Dental Therapist/Oral Health Therapist position is a clinical role and is responsible for the provision of oral health therapy services to clients of the Dental Health Program. The position may also include participating in the Student Clinical Placement Program and various outreach programs to the Canberra Community.

Eligibility/Other Requirements:

*Mandatory:*

- Unconditional registration with AHPRA as a Dental Therapist/Oral Health Therapist.
- Holder of a Licence Certificate with ACT Radiation Council
- Minimum of three years paid clinical experience as a qualified Dental Therapist /Oral Health Therapist.

*Desirable:*

- Current driver's licence.

*Prior to commencement successful candidates will be required to:*

- Undergo a pre-employment Police check.
- Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note:

Selection may be made from application only therefore two written referee reports which address the Selection Criteria must be submitted with your application.

Contact Officer: Kathy Zagar (02) 6205 1510 [kathy.zagar@act.gov.au](mailto:kathy.zagar@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Acute Support Service**

#### **Aboriginal and Torres Strait Islander Liaison Officer**

#### **Administrative Services Officer Class 4 \$69,422 - \$75,169, Canberra (PN: 44140)**

Gazetted: 30 May 2019

Closing Date: 11 June 2019

#### About us

Canberra Health Services 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 Aboriginal and Torres Strait Islander Liaison Service provided the cultural emotional and social wellbeing to Aboriginal and Torres Strait Islander patients, their families and communities. The successful applicant will provide support to the Aboriginal and Torres Strait Islander team to work closely with Aboriginal and Torres Strait Islander inpatients, outpatients and their families. This position will provide the opportunity to work closely with various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way.

Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across CHS. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

#### Eligibility/Other Requirements

##### Mandatory

This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

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 CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

##### Note

This is a temporary position available for six months with the possibility of extension. This position is part-time at 22 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Joyce Graham (02) 5124 2055 [joyce.graham@act.gov.au](mailto:joyce.graham@act.gov.au)

## Clinical Services

### Medicine

#### Acute Support Service

##### Office Manager

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 24738)**

Gazetted: 30 May 2019

Closing Date: 14 June 2019

#### About us

Canberra Health Services (CHS) 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

This position sits with the Acute Allied Health Social Work (SW) department. It is integral to the smooth functioning of the SW team. A primary task is managing telephone calls from the public-families of patients and staff making referrals to Social Workers. It is essential that the applicant be able to deal politely and calmly with this component of the work. The Office Manager is a highly valued and essential member of the SW department.

#### Eligibility/Other Requirements

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

##### Note

This is a temporary position available until 30 September 2019 with the possibility of extension and/or permanency.

Contact Officer: Nancy Jacobs (02) 5144 2316 [nancy.jacobs@act.gov.au](mailto:nancy.jacobs@act.gov.au)

## Clinical Services

## **Medicine**

### **Acute Support Service**

#### **Administration Officer**

#### **Administrative Services Officer Class 3 \$62,530 - \$67,296, Canberra (PN: 21352)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

Details: About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Canberra Health Services 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

Acute Allied Health Services (AAHS) are provided to a range of clients in the acute inpatient setting and specialised outpatient services at Canberra Hospital. Under general direction you will be required to provide administrative support within women's health and paediatric Allied Health services, reporting to the Physiotherapy Manager. You will be responsible for booking and scheduling, client appointments, banking/cash handling, data entry, and general administration tasks.

Eligibility/Other Requirements

Desirable:

Medical Terminology

Previous experience in a health care setting

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

This is a temporary part-time position (22.05 hours per week) available for six month with the possibility of extension. The salary noted above will be paid pro rata. A merit list will be created from this process which may be used to fill temporary full-time and part-time vacancies that arise over the next 12 months.

Contact Officer: Margot Green (02) 5124 2670 [margot.green@act.gov.au](mailto:margot.green@act.gov.au)

## **Clinical Services**

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

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

#### **CAMHS Clinician**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 38606)**

Gazetted: 30 May 2019

Closing Date: 14 June 2019

Details: About us

Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including people's homes. These services include:

- Rehabilitation and Speciality Mental Health Services (RSMHS)
- Adult Community Mental Health Services (ACMHS)
- Adult Acute Mental Health Services (AAMHS)
- Alcohol and Drug Services (ADS)
- Child and Adolescent Mental Health Services (CAMHS)
- Justice Health Services (JHS)
- Dhulwa Mental Health Unit (DMHU)

Overview of the work area and position:

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multidisciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory:

For Occupational Therapy:

- Be registered or eligible for registration with Occupational Therapy Board of Australia
- Eligibility for professional membership of Occupational Therapy Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's licence.

For Psychology:

- Be registered or be eligible for general registration with Psychology Board of Australia
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's licence.

For Social Work:

- Degree in Social Work
- Eligibility for membership of the Australian Association of Social Workers
- Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*
- Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service
- Must hold a current driver's licence.

Highly desirable for all disciplines:

- Experience in working with children and young people.

Prior to commencement successful candidates will be required to:

- Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals
- Comply with ACT Health occupational screening requirements related to immunisation
- Undergo a pre-employment Police check

Note

This is a temporary position available for 12 months. The successful candidate will be required to; be available to work within all program areas of CAMHS as service needs arise; and be available for weekend and on call work when necessary. This is a 12 month full time vacancy available at CAMHS. An Order of Merit may be used to fill future identical full time permanent and temporary vacancies in either the North or South Community Teams within a 12 month period. Selection may be based on written application and referee reports only.

Contact Officer: Kalvinder Bains (02) 5124 1521 kalvinder.bains@act.gov.au

## **Clinical Services Surgery and Oral Health**

## **Dental Health Program**

### **Dental Therapist/Oral Health Therapist**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 18690)**

Gazetted: 30 May 2019

Closing Date: 14 June 2019

Details: About us

Canberra Health Services 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 Health Services 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 Canberra Health Services 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.

Canberra Health Services 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 Dental Health Program is in the Division of Surgery and Oral Health and offers a range of public dental services to the community including:

Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school.

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.

Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Services include:

Preventative dental interventions and health promotion

Emergency dental care

Restorative and prosthetic dental care

Some orthodontic interventions for eligible clients

Services are delivered in the community as well as:

Gungahlin Health Centre

Belconnen Health Centre

Civic Health Centre

Phillip Health Centre

Tuggeranong Health Centre

Mobile Dental Clinic

The Dental Therapist/Oral Health Therapist position is a clinical role and is responsible for the provision of oral health therapy services to clients of the Dental Health Program. The position may also include participating in the Student Clinical Placement Program and various outreach programs to the Canberra Community.

There is an expectation that the successful applicant will participate in the roster for the Mobile Dental Clinics where required.

Eligibility/Other Requirements

Mandatory:

Unconditional registration as a dental therapist or oral health therapist with the Australian Health Practitioner Regulation Agency (AHPRA).

Minimum of 12 months paid clinical experience as a qualified dental practitioner

Holder of a Licence Certificate with ACT Radiation Council

Desirable:

Working experience in the public oral health sector.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Current drivers licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment police check.

Comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note

To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application. Selection may be made from application only therefore two written referee reports which address the Selection Criteria must be submitted with your application.

Contact Officer: Kath Zagar (02) 5124 1233 kathy.zagar@act.gov.au

## **Infrastructure Management and Maintenance**

### **Operational Support**

#### **Security Operations**

##### **Security Supervisor**

**Health Service Officer Level 7 \$61,688 - \$65,144 (in line with the Support Services Enterprise Agreement 2018-2021), Canberra (PN: 42256, several)**

Gazetted: 30 May 2019

Closing Date: 20 June 2019

About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT) - a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to: Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Canberra Health Services 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 Infrastructure and Health Support Services Group (IHSSG) is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations.

Operational Support Services is a branch of IHSSG which is responsible for:

Client Services: the CHS Contact Centre, on-campus and off-campus residential accommodation services, volunteer management, as well as Canberra Hospital's reception, foyer and mail services.

Protective Services: fire safety, emergency response and security operations.

Transport Services: parking operations and enforcement, and fleet management.

Protective Services mission is to provide to all personnel, the necessary climate and mechanisms that will enable staff, patients and visitors at Canberra Health Services' facilities to go about their daily activities without fear or intimidation by preventing crime and disruption and protecting persons and property.

As a Security Supervisor you will ensure a safe and secure environment is maintained for staff and consumers at Canberra Hospital, the Dhulwa Mental Health Unit and non-acute sites by providing incident response, proactive security functions and enforcement of Canberra Health Services policy and directives.

Eligibility/Other Requirements:

*Mandatory:*

Possess a Certificate II in Security Operations and ACT Security Licence.

Possess an unencumbered Driver Licence

Be prepared to wear a uniform and work a shift roster, weekends, public holidays or night shifts at any Canberra Health Services worksite on an 'as needs' basis.

Be able to complete a continuous 500m run comprising a series of five 100m laps, with stair ascent and descent of 10 steps at the end of each lap, and a 20m dummy drag, in under 5 minutes on an annual basis.

*Desirable:*

Possess a Certificate III in Security Operations; and

Possess a sound understanding of providing security services in a healthcare setting.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment National Police Check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Comply with CHS Occupational Assessment, Screening and Vaccination policy, (OMU).

Note:

These are Temporary positions available for 12 months.

Contact Officer: Chris Mooney (02) 5124 9701 [chris.mooney@act.gov.au](mailto:chris.mooney@act.gov.au)

## **Clinical Services**

### **Medicine**

#### **Cardiology**

##### **Cardiology Support Officer**

##### **Technical Officer Level 2 \$61,688 - \$70,639, Canberra (PN: 19239)**

Gazetted: 30 May 2019

Closing Date: 12 June 2019

Details: About us:

Canberra Health Services 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 Health Services 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 CHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities and aligning them with Canberra Health Services Territory Wide Services Framework.

Canberra Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services.

The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Services 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 role of the Cardiology Support Officer is to work within the Cardiology Department assisting with daily stock administration, data input and statistical requirements for the Cardiac Catheter Laboratory.

The Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of diagnostic and interventional cardiac procedures. Canberra Hospital has two laboratories staffed and equipped to provide a 24-hour service to assist in the diagnosis and early intervention of patients with acute cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit.

Eligibility/Other Requirements:

Prior to commencement the successful candidate will be required to:

Undergo a pre-employment Police check.

Obtain a Compliance Certificate from the Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases.



Contact Officer: Alison Baldwin (02) 5124 3691 alison.baldwin@act.gov.au

## **Clinical Services**

### **Medicine**

#### **Medical**

##### **Administration Officer - Respiratory and Sleep Medicine**

##### **Administrative Services Officer Class 2 \$55,189 - \$60,941, Canberra (PN: 00205)**

Gazetted: 30 May 2019

Closing Date: 11 June 2019

#### **About us**

Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care.

Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of CHS 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.

CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

The CHS 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 Sleep and Respiratory 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.

Contact Officer: Leticia Sullivan (02) 5124 8199 leticia.sullivan@act.gov.au

## **Infrastructure Management and Maintenance**

### **Operations Support**

#### **Clinical Records**

##### **Registry and Data Quality Officer**

##### **Administrative Services Officer Class 2/3 \$55,189 - \$67,296, Canberra (PN: 25116, several)**

Gazetted: 30 May 2019

Closing Date:

#### **About us**

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a

catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Canberra Health Services 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 Finance and Business Intelligence (FBI) Branch is led by the Chief Finance Officer (CFO) who reports to the Chief Executive Officer of Canberra Health Services. The FBI Branch is responsible for the development and maintenance of budgets, financial management, and for providing strong operational finance and performance reporting analysis across the health service. The five sub-units within the FBI branch include the Financial Management Unit, Revenue and Financial Services, Patients Accounts, Business Intelligence and the Health Information Unit.

The Health Information Service provides a range of services including scanning and health record management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education and hospital management purposes.

The Health Information Service (HIS) is primarily responsible for the management and storage of the centralised Canberra Health Services clinical record and is based at Canberra Hospital. The community-based Clinical Records Unit (CRU) is a sub unit of the Health Information Service. The unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution). The Health Information Service provides a range of services including scanning and health record management, clinical coding and casemix data generation, patient identifier maintenance, clinical record forms design and managing access to personal health information to facilitate patient care and follow-up, for research, quality improvement, education and hospital management purposes. The Health Information Service is primarily responsible for managing Canberra Health Services centralised clinical records and to ensure correct patient identification.

Under general direction, you will be a self-motivated individual, committed to progressive, positive change by working to reduce the duplication of patient registrations and ensuring the quality of the data being entered into the Patient Administration System meets the standards required. You will require good skills in a range of software applications including Word, Excel and Outlook and will need to have the ability to be trained to use a number of specialised information systems.

#### Eligibility/Other Requirements:

Desirable

Previous experience working in a hospital health information service, medical practice or similar health environment.

A current driver's licence

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

#### Note

There are two positions being advertised. One is a permanent position and the other is a temporary position until November 2019 with the possibility of extension and/or permanency.

These positions are required to work in a one in three weekend roster. The three week roster is: Week one – Monday to Friday (five days); Week two – Monday to Sunday (seven days); and Week three – Wednesday to Friday (three days).

Contact Officer: Kathryn Nicholls (02) 5124 2127 [kathryn.nicholls@act.gov.au](mailto:kathryn.nicholls@act.gov.au)

## **Clinical Services**

### **Cancer, Ambulatory and Community Services**

#### **Cancer and Ambulatory Support Executive**

##### **Service Development Manager**

**Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 18754)**

Gazetted: 30 May 2019

Closing Date: 12 June 2019

Details: About us

Canberra Health Services 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 Health Services 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 Canberra Health Services' Quality Strategy and government priorities and aligning them with ACT Health's Territory Wide Services Framework.

Canberra 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.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

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 Canberra Health Services include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care and Walk in Centres, Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

Canberra Health Services 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**

Cancer services are divided into five clinical streams: Medical Oncology, Radiation Oncology, Haematology, Immunology and Palliative Care. These services are supported by a small team dedicated to innovation and service development. This incorporates policy development and management, risk management, quality improvement, introduction of new services and development of new models of care, supporting staff through accreditation and managing specific projects.

The Senior Manager role is responsible for leading the work of the team, agreeing priorities with the CAS Executive, and actively contributing to the range of activities undertaken by the Innovation and Service Development team. This includes staying abreast of territory wide and national priorities, service specific data, standards and frameworks and ensuring CHS Cancer services are continually striving to deliver high quality patient services.

##### **Eligibility/Other Requirements**

Desirable:

Tertiary qualifications in management, project management and/or a health related field are highly desirable

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

An order of merit list will be created and may be used for future employment opportunities as they arise

Note

This is a temporary position available for 11 months with possibility of extension.

Contact Officer: Cathie O'Neill (02) 5124 2738 [cathie.o'neill@act.gov.au](mailto:cathie.o'neill@act.gov.au)

## **People and Culture**

### **Organisation Development and Education**

#### **Staff Development**

##### **Neonatal Life Support Educator**

**Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 26326)**

Gazetted: 30 May 2019

Closing Date: 7 June 2019

About us

Canberra Health Services (CHS) is focused on the delivery of high quality, effective, person centred care. It provides acute, sub-acute, primary and community-based health services, to the Australian Capital Territory (ACT)—a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

CHS administers a range publicly funded health facilities, programs and services including but not limited to:

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services.

University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services.

Three Walk-in Centres: which provide free treatment for minor illness and injury.

Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health and Alcohol and Drug Services.

Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

People and Culture provides Human Resources services directly and through partnership with ACT Government Shared Services. The services provided range from recruitment, employee relations, workplace health, workforce policy and planning, training and education. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with government and non-government service providers to ensure the best possible outcomes for staff.

The Division services include:

Industrial relations, workforce innovation and projects

Organisational Development-leadership and cultural education, performance management and My Health

Employment Services –Investigations, employee relations, recruitment and workplace health

Staff Development Unit- orientation, manual tasks, Transition to Practice programs, e-learning, learning management system, reporting, work experience, life support programs and clinical education programs  
Overview of the work area and position

Staff Development Unit (SDU) reports to the Executive Director People and Culture. SDU is located on the Canberra Hospital Campus and provides a key coordination role for Learning and Development (L&D) in Canberra Health Services (CHS). SDU provides education and training for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation as well as valuing the needs of staff. SDU develops eLearning for most of the organisation and manages the systems, reporting and policies for the majority of education/training in CHS. This is a part-time position reporting to the Director of Staff Development Unit.

An exciting opportunity exists for an experienced nurse educator to work part time (0.63 FTE) in Staff Development Unit to lead, plan, implement and evaluate Neonatal and Paediatric Life Support Programs for Nurses and Doctors. Applicants require demonstrated excellent clinical skills, ability to prioritise their own workload, excellent interpersonal, communication and liaison skills, with the ability to work with a diverse group of stakeholders.

Eligibility/Other Requirements

*Mandatory:*

Current un-conditional registration or eligibility for un-conditional registration as a Registered Nurse and or Midwife with the Nursing and Midwifery Board of Australia.

Extensive clinical experience in neonatal nursing and

Sound understanding of education and adult learning.

*Desirable:*

Commitment and accountability to own learning, development and practice with postgraduate qualifications in Neonatal Nursing and/or Education or extensive relevant experience. Holds or is working towards a Masters degree is highly desirable.

Certificate IV Training and Assessment or equivalent and extensive experience in teaching.

*Prior to commencement successful candidates will be required to:*

Undergo a pre-employment Police check.

Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note:

This position is part-time at 24 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Karen O'Brien (02) 5124 2437 karen.o'brien@act.gov.au

## **Clinical Services**

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

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

#### **Clinical Nurse Educator**

#### **Registered Nurse Level 3.1 \$105,372 - \$109,709, Canberra (PN: 43269)**

Gazetted: 30 May 2019

Closing Date: 7 June 2019

About us

Canberra Health Services (CHS) is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work.

Overview of the Work Area and Position

The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services.

The Alcohol and Drug Services (ADS) as part of the division of Mental Health, Justice Health, Alcohol and Drug Services provides information, advice, referral, intake, assessment and support for ACT residents struggling with substance use issues. We offer services for individuals, their family and friends, general practitioners, other health professionals, and business and community groups.

At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within an inpatient and outpatient environment. This position reports to the Alcohol and Drug Services Assistant Director of Nursing and will liaise with the CNCs to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the ADS. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

This work is primarily based at ADS, Building 7, Canberra Hospital, however at times the location of this work may be at other settings in the community such as health centres.

At this level the CNE is responsible for clinical teaching and the development of nursing practice within an inpatient and outpatient environment. This position reports to the Alcohol and Drug Services Assistant Director of Nursing and will liaise with the Clinical Nurse Consultants to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the ADS. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements

*Mandatory:*

Registration with the National Nursing and Midwifery Board through the Australian Health Practitioner Regulation Agency (AHPRA).

Hold or working towards post graduate qualifications, and/or has demonstrated advanced knowledge, skills and experience, in the area of Adult Education and Clinical Practice Development.

*Desirable:*

Current Driver's Licence.

Experience including holds or working towards a post graduate qualification in Alcohol and Other Drug Management.

*Prior to commencement successful candidates will be required to:*

Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Undergo a pre-employment Police check.

Note:

This is a temporary position available for 12 months with possibility of extension. This work is primarily based at ADS, Building 7, Canberra Hospital, however at times the location of this work may be at other settings in the community such as health centres. This position is part-time at 28 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Sally Billington (02) 6174 7966 sally.billington@act.gov.au

## **People and Culture**

### **Organisation Development and Education**

#### **Staff Development**

#### **Learning and Development Manager**

#### **Senior Officer Grade C \$104,630 - \$112,626, Canberra (PN: 23773)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

About us:

Canberra Health Services (CHS) 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:

As a member of the Staff Development Unit (SDU) team you will manage, monitor and report on the Essential Education training programs and associated policies and guidelines across the organisation. This includes management of organisational orientation programs, undertake strategic project work related to the development of an organisation wide learning and development framework, provide leadership and support to the small SDU administration team including managing components of the Learning Management System (LMS).

Staff Development Unit (SDU) is located on the Canberra Hospital Campus and reports to the Executive Director of People and Culture, Corporate. SDU provides a key coordination role for Learning and Development (L&D) in CHS and provides education and training and eLearning courses for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation. SDU manages the systems, reporting and policies for education/training in CHS. This position reports to the Director of SDU.

Eligibility/Other Requirements:

*Desirable:*

A sound understanding of Microsoft Suite in particular Excel and the use of Spreadsheets.

Experience and/or qualifications related to Project Management and Education is desirable.

*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*.

Note:

This is a temporary position available until 10 January 2020.

Contact Officer: Karen O'Brien (02) 5124 2437 karen.o'brien@act.gov.au

## **ACT 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>**

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

#### **Culture Review Implementation**

#### **Culture Program Director**

#### **Senior Officer Grade A \$143,116, Canberra (PN: 41857)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives

Managing demand for and supply of health services across the territory

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy

Preventing, and providing a timely response to, potential public health incidents

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities

Monitoring and enforcement of public health regulations

Providing public health advice.

The ACT Health 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.

ACT Health works closely with other ACT Government agencies such as the ACT Government's Canberra Health Services, Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers.

The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra, Australian Catholic University and Canberra Institute of Technology are well established and serve to assure the future supply of skilled health professionals.

Culture Review Implementation Team

In September 2018, the ACT Government committed to holding an Independent Review into the workplace culture within ACT public health services. The Review was tasked with making clear recommendations to address specific issues that will improve workplace culture. The [Final Report](#), containing 20 recommendations, was delivered in March 2018.

The Culture Review Implementation Team has been established to lead the planning for and implementation of recommendations arising from the Independent Review of Culture within ACT Public Health Services.

The Team will work closely with Ministers, Senior Executive in ACT Health Directorate, Canberra Health Services and Calvary Public Hospitals to ensure effective and efficient implementation of recommendations. The Team will also work collaboratively with public health staff to ensure effective engagement and communication and support timely delivery of recommendations.

Overview of the work area and position

As the Culture Implementation Program Director within the Culture Review Implementation Team you will use your experience and substantial knowledge on organisational development and change to successfully lead and deliver projects that underpin the evolution of a healthy culture across the ACT Public Health Service. To be successful, you will have a diverse range of experience and background in change, organisational development and leadership including experience external to government environments.

The Culture Implementation Program Director will report to the Culture Implementation Executive Branch Manager and will be responsible for design, delivery and evaluation of a program of strategic work directly related to enhancing workplace culture across the three arms of the ACT public health service. This may include undertaking research into best practice approaches, exploring contemporary ways of working to support a healthy

workplace culture and collaborating with a range of stakeholders, internal and external to the public health system.

This role will be integral in coordinating engagement with Canberra Health Service and Calvary Hospital and ensuring a collaborative approach in developing, progressing and evaluating programs linked to enhancing a healthy workplace culture.

You will be responsible for building effective relationships and providing high-level strategic advice, so excellent stakeholder relationship skills, the ability to develop and maintain networks, strong interpersonal skills, highly developed critical thinking and coordination skills are a must. You will be required to consider best practice, strategic and evidence-based approaches that directly link to organisational development and leadership that will involve staff in the engagement and implementation of recommendations and help achieve business and change management objectives.

This is a great opportunity for an experienced 'people' professional to join an enthusiastic and committed team and lead a high profile and important organisation initiative.

Eligibility/Other Requirements:

Desirable:

Previous experience working in complex organisations with a diverse range of stakeholders.

Previous experience working on significant cultural transformation.

Tertiary qualifications in Human Resources, Psychology, Business Management, or related area; or equivalent professional experience, or work experience commensurate with tertiary qualifications.

Understanding of the public health sector and the diverse range of project management experience.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

This is a temporary position available for a period of three years.

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 [jodie.junk-gibson@act.gov.au](mailto:jodie.junk-gibson@act.gov.au)

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

### **Culture Review Implementation**

#### **Workforce Data and Solutions Analyst**

**Administrative Services Officer Class 6 \$83,135 - \$95,146, Canberra (PN: 41704)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives

Managing demand for and supply of health services across the territory

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy

Preventing, and providing a timely response to, potential public health incidents

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities

Monitoring and enforcement of public health regulations

Providing public health advice.



The ACT Health 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.

ACT Health works closely with other ACT Government agencies such as the ACT Government's Canberra Health Services, Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers.

The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra, Australian Catholic University and Canberra Institute of Technology are well established and serve to assure the future supply of skilled health professionals.

#### Culture Review Implementation Team

In September 2018, the ACT Government committed to holding an Independent Review into the workplace culture within ACT public health services. The Review was tasked with making clear recommendations to address specific issues that will improve workplace culture. The Final Report, containing 20 recommendations, was delivered in March 2018.

The Culture Review Implementation Team has been established to lead the planning for and implementation of recommendations arising from the Independent Review of Culture within ACT Public Health Services.

The Team will work closely with Ministers, Senior Executive in ACT Health Directorate, Canberra Health Services and Calvary Public Hospitals to ensure effective and efficient implementation of recommendations. The Team will also work collaboratively with public health staff to ensure effective engagement and communication and support timely delivery of recommendations.

#### Overview of the work area and position

As a Workforce Data and Solutions Analyst, reporting to the Culture Program Director, your role will be to develop a suite of reporting metrics, undertake data analysis and support the development of culture reporting and evaluation. A primary part of the role is to provide evidenced based insights and recommendations to build and enhance a healthy culture across the ACT public health system. You will analyse simple and complex data, identify patterns and trends, and produce tailored reports to support future program design and to assess progress against identified measures. This may include patient and stakeholder engagement surveys and assessing the efficacy of culture awareness campaigns, including a change management focus. Whilst data analysis and reporting will be the core function in this role, willingness to learn and support the teams' function to enhance a healthy culture across the ACT public health system is also required.

To be successful, you will have a diverse range of experience and a background in managing and analysing data, strong verbal and written communication, an analytical mind, with an inclination for problem-solving and have attention to detail.

#### Eligibility/Other Requirements:

##### Desirable:

Previous experience working in complex organisations with a diverse range of stakeholders.

Demonstrated experience in excel, including pivot tables, formulas and data manipulation.

HR experience would be advantageous.

Experience with data visualisation tools would be an advantage, but not essential.

Demonstrated analytical thinking, with the ability to identify risks and problem-solve.

Preparedness to learn and think innovatively in the application of data.

Demonstrated well-developed communication and interpersonal skills including the capacity to build and maintain relationships.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

##### Note:

This is a temporary position available for a period of three years.

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 [jodie.junk-gibson@act.gov.au](mailto:jodie.junk-gibson@act.gov.au)

**Office of the Director-General  
Culture Review Implementation**

**Assistant Director Culture Project and Evaluation Officer  
Senior Officer Grade B \$123,227 - \$138,723, Canberra (PN: 41703)**

Gazetted: 30 May 2019

Closing Date: 13 June 2019

Details: About us

The ACT Health Directorate is responsible for the stewardship of the health system in the ACT. ACT Health provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health develops strategies and sets the direction to ensure services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective and sustainable now and in the future.

ACT Health has responsibility for:

Developing strategic policy and stewardship of the health system, including working with the Commonwealth on key health improvement initiatives

Managing demand for and supply of health services across the territory

Improving the health and wellbeing of the ACT population by promoting healthy behaviours and lifestyles and through ongoing monitoring and evaluation of health programs and policy

Preventing, and providing a timely response to, potential public health incidents

Leading the health workforce and clinical training strategy including building strong partnerships with key academic institutions and training providers

Commissioning and managing multi-million dollar contracts for the provision of health services, including partnerships with community sector organisations, peak bodies and advocacy groups

Managing a portfolio of infrastructure programs to ensure the ACT has world class, sustainable, fit for purpose clinical and patient care facilities

Monitoring and enforcement of public health regulations

Providing public health advice.

The ACT Health 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.

ACT Health works closely with other ACT Government agencies such as the ACT Government's Canberra Health Services, Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and Mental Health, Alcohol and Drug, and other community service providers.

The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra, Australian Catholic University and Canberra Institute of Technology are well established and serve to assure the future supply of skilled health professionals.

Culture Review Implementation Team

In September 2018, the ACT Government committed to holding an Independent Review into the workplace culture within ACT public health services. The Review was tasked with making clear recommendations to address specific issues that will improve workplace culture. The [Final Report](#), containing 20 recommendations, was delivered in March 2018.

The Culture Review Implementation Team has been established to lead the planning for and implementation of recommendations arising from the Independent Review of Culture within ACT Public Health Services.

The Team will work closely with Ministers, Senior Executive in ACT Health Directorate, Canberra Health Services and Calvary Public Hospitals to ensure effective and efficient implementation of recommendations. The Team will also work collaboratively with public health staff to ensure effective engagement and communication and support timely delivery of recommendations.

Overview of the work area and position

As the Culture Project and Evaluation Officer within the Culture Review Implementation Team you will use your experience and knowledge on organisational development and change to successfully contribute to and deliver projects that underpin the evolution of a healthy culture across the ACT Public Health Service. To be successful, you will have a diverse range of experience and background in change, organisational development and performance-based reporting.

You will report to the Culture Implementation Program Director and will be working within a team that is responsible for design, delivery and evaluation of a program of strategic work directly related to enhancing workplace culture across the three arms of the ACT public health service. This may include undertaking research into best practice approaches, exploring contemporary ways of working to support a healthy workplace culture and collaborating with a range of stakeholders, internal and external to the public health system.

You will be responsible for building effective relationships and providing strategic advice, so excellent stakeholder relationship skills, the ability to develop and maintain networks, strong interpersonal skills and highly developed critical thinking skills are a must. You will be required to consider best practice, strategic and evidence-based approaches that directly link to organisational development and leadership that will involve staff in the engagement and implementation of recommendations and help achieve business and change management objectives.

This is a great opportunity for an experienced 'people' professional to join an enthusiastic and committed team.

Eligibility/Other Requirements:

Desirable:

Previous experience working in complex organisations with a diverse range of stakeholders.

Tertiary qualifications in Human Resources, or similar; or equivalent professional experience, or work experience commensurate with tertiary qualifications.

Demonstrated experience in excel, including pivot tables, formulas and data manipulation.

Experience with data visualisation tools would be an advantage, but not essential.

Demonstrated analytical thinking, with the ability to identify risks and problem-solve.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment Police check.

Note:

This is a temporary position available for a period of three years.

Contact Officer: Jodie Junk-Gibson (02) 5124 9923 [jodie.junk-gibson@act.gov.au](mailto:jodie.junk-gibson@act.gov.au)

## **APPOINTMENTS**

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

**Administrative Services Officer Class 5 \$77,155 - \$81,668**

Ashish Kokkera Jagadeesh 858-72384, Section 68(1), 30 May 2019

**Administrative Services Officer Class 6 \$83,135 - \$95,146**

Adam Pascoe 796-49389, Section 68(1), 28 May 2019

**Senior Officer Grade A \$143,116**

Charmaine Mary Smith 765-77121, Section 68(1), 30 May 2019

### **Community Services**

**Health Professional Level 1 \$57,941 - \$73,823**

Samiksha Adhikari 858-55920, Section 68(1), 17 May 2019

**Health Professional Level 1 \$57,941 - \$73,823**

Melissa Baker 858-56632, Section 68(1), 17 May 2019

**Senior Officer Grade C \$104,630 - \$112,626**

Jacinta Bishop 853-77180, Section 68(1), 21 May 2019

**Health Professional Level 1 \$57,941 - \$73,823**

Jordan Brown 858-67462, Section 68(1), 17 May 2019

**Youth Worker 1/2 \$60,039 - \$7,175**

Jane Bowen 858-50951, Section 68(1), 27 May 2019

**Health Professional Level 1 \$57,941 - \$73,823**

Preeti Kansal 858-54581, Section 68(1), 17 May 2019

**Administrative Services Officer Class 6 \$83,135 - \$95,146**

Charlotte Whiteley 858-68342, Section 68(1), 21 May 2019

### **Education**

**Senior Officer Grade C \$104,630 - \$112,626**

Novella Finney 853-74510, Section 68(1), 28 May 2019

**Senior Officer Grade C \$104,630 - \$112,626**

Alec Forbes 858-24665, Section 68(1), 23 May 2019

**Senior Officer Grade C \$104,630 - \$112,626**

Rebekah Nicholls 858-22563, Section 68(1), 23 May 2019

### **Justice and Community Safety**

**Administrative Services Officer Class 6 \$83,135 - \$95,146**

Tanya Keed 853-70958, Section 68(1), 24 May 2019

**Administrative Services Officer Class 5 \$77,155 - \$81,668**

Serena Perinovic 840-76052, Section 68(1), 28 May 2019

**Administrative Services Officer Class 4 \$69,422 - \$75,169**

Prabhanshu Sehgal 858-53503, Section 68(1), 24 May 2019

**Transport Canberra and City Services**

**Bus Operator - Training \$66,212**

Tracie Hawkes 858-71154, Section 68(1), 24 May 2019

**General Service Officer Level 3 \$49,040 - \$50,867**

Casey Heenan 858-60578, Section 68(1), 17 May 2019

**Bus Operator - Training \$66,212**

Melisse Kirkman 858-71162, Section 68(1), 24 May 2019

**Bus Operator - Training \$66,212**

Rajbeer Singh 858-71170, Section 68(1), 24 May 2019

**Bus Operator - Training \$66,212**

Francesco Trimarchi 858-71146, Section 68(1), 24 May 2019

**Suburban Land Agency**

**Administrative Services Officer Class 4 \$69,422 - \$75,169**

Daniel Mason 858-62960, Section 68(1), 22 May 2019

**Canberra Health Services**

**Registered Nurse Level 1 \$66,185 - \$88,410**

Arun Babu 859-52173, Section 68(1), 30 May 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Luke Baker 850-42540, Section 68(1), 27 May 2019

**Administrative Services Officer Class 2/3 \$55,189 - \$67,296**

Madeline Bartlett 859-53408, Section 68(1), 27 May 2019

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

Shannon Crick 858-71701, Section 68(1), 28 May 2019

**Health Service Officer Level 3 \$48,385 - \$49,958**

Andrew Douglas 858-71912, Section 68(1), 28 May 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Yu-Ping Huang 858-71891, Section 68(1), 30 May 2019

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

Cienna-Kate Jensen 858-71533, Section 68(1), 28 May 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Jayne Job 857-42475, Section 68(1), 30 May 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Eceni Narayan 862-08573, Section 68(1), 30 May 2019

**Administrative Services Officer Class 3 \$62,530 - \$67,296**

Kiran Patel 859-54128, Section 68(1), 27 May 2019

**Registered Nurse Level 1 \$66,185 - \$88,410**

Diksha Sharma 861-30294, Section 68(1), 30 May 2019

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

Rebecca Temby 857-44227, Section 68(1), 30 May 2019

**Registered Nurse Level 2 \$91,910 - \$97,413**

Timothy Wolf 853-51976, Section 68(1), 30 May 2019

## **PROMOTIONS**

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

#### **Revenue Management**

##### **Compliance**

**Romain Paul Georges Couturier: 853-76313**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Chief Minister, Treasury and Economic Development, Canberra (PN. 34959) (Gazetted 7 March 2019)

### **Community Services**

#### **Inclusion and Participation**

##### **Community Relations and Funding Support**

**Pegah Mirjamali: 827-33346**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Community Services

To: Administrative Services Officer Class 6 \$83,135 - \$95,146

Community Services, Canberra (PN. 03884) (Gazetted 16 April 2019)

### **Justice and Community Safety**

#### **Emergency Services**

##### **ACT Fire and Rescue**

##### **Operations**

**Glenn Brewer: 754-05387**

From: FB7 (Commander) \$121,534

Justice and Community Safety

To: †FB8 (Superintendent) \$140,613

Justice and Community Safety, Canberra (PN. 47136) (Effective 30 May 2019)

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

##### **Registry Operations**

**Alesi Herold: 853-55002**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296

Justice and Community Safety Directorate

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

Justice and Community Safety, Canberra (PN. 23456) (Gazetted 27 February 2019)

**Emergency Services**

**ACT Fire and Rescue**

**Operations**

**Jason Jones: 754-05758**

From: FB7 (Commander) \$121,534

Justice and Community Safety

To: †FB8 (Superintendent) \$140,613

Justice and Community Safety, Canberra (PN. 45967) (Effective 30 May 2019)

**Parliamentary Counsel's Office**

**June Bronwyn Leslie: 836-1108**

From: Assistant Parliamentary Counsel 1 \$61,785 - \$124,436

Justice and Community Safety

To: †Assistant Parliamentary Counsel 2 \$135,195 - \$140,752

Justice and Community Safety, Canberra (PN. 42296, Several) (Gazetted 25 March 2019)

**Corrective Services**

**Corporate Services**

**Information and Business Solutions Unit**

**Brock Winkler: 846-89641**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668

Justice and Community Safety

To: †Senior Officer Grade C \$104,630 - \$112,626

Justice and Community Safety, Canberra (PN. 36760) (Gazetted 5 March 2019)

**Emergency Services**

**ACT Fire and Rescue**

**Operational Support**

**Christopher Zeitlhofer: 257-99402**

From: FB7 (Commander) \$121,534

Justice and Community Safety

To: †FB8 (Superintendent) \$140,613

Justice and Community Safety, Canberra (PN. 47037) (Effective 30 May 2019)

**Transport Canberra and City Services**

**Transport Canberra**

**Public Transport Operations**

**Fleet Services**

**John Hardy: 827-60192**

From: General Service Officer Level 4 \$51,459 - \$53,553

Transport Canberra and City Services

To: †EGSO4.4 - Workshop Staff \$63,587

Transport Canberra and City Services, Canberra (PN. SMW029) (Gazetted 6 February 2019)

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.

**Suburban Land Agency**

**Development Delivery Group**

**Greenfields**

**Irena Sharp: 844-00246**

From: Infrastructure Officer 4 \$124,291 - \$141,212  
Suburban Land Agency  
To: †Infrastructure Manager/Specialist 1 \$159,433  
Suburban Land Agency, Canberra (PN. 37214) (Gazetted 4 February 2019)

### **Canberra Health Services**

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

**Kerry CarMichael: 847-03757**

From: Senior Officer Grade C \$104,630 - \$112,626  
Canberra Health Services  
To: †Senior Officer Grade B \$123,227 - \$138,723  
Canberra Health Services, Canberra (PN. 42195) (Gazetted 14 March 2019)

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

**Abigail Dionio: 845-22171**

From: Administrative Services Officer Class 2/3 \$55,189 - \$67,296  
Canberra Health Services  
To: Administrative Services Officer Class 4 \$69,422 - \$75,169  
Canberra Health Services, Canberra (PN. 23817) (Gazetted 21 March 2019)

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

**Rajvir Kaur: 846-94440**

From: Administrative Services Officer Class 5 \$77,155 - \$81,668  
Canberra Health Services  
To: †Senior Officer Grade C \$104,630 - \$112,626  
Canberra Health Services, Canberra (PN. 42875) (Gazetted 28 March 2019)

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

**Monisha Murthy: 848-19725**

From: Health Professional Level 2 \$61,784 - \$84,816  
Canberra Health Services  
To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)  
Canberra Health Services, Canberra (PN. 26927) (Gazetted 18 October 2018)

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

**Nicole Stevenson: 848-65625**

From: Senior Officer Grade C \$104,630 - \$112,626  
Canberra Health Services  
To: †Senior Officer Grade A \$143,116  
Canberra Health Services, Canberra (PN. 41575)

### **ACT Health**

#### **ACT Health Directorate**

**Maddison Barrera: 848-85298**

From: Administrative Services Officer Class 2/3 \$55,189 - \$67,296  
Canberra Health Services  
To: Administrative Services Officer Class 4 \$69,422 - \$75,169  
ACT Health, Canberra (PN. 23004) (Gazetted 11 April 2019)

#### **ACT Health Directorate**

**Monica Coleman: 845-21312**

From: Administrative Services Officer Class 3 \$62,530 - \$67,296



Canberra Health Services

To: Administrative Services Officer Class 4 \$69,422 - \$75,169

ACT Health, Canberra (PN. 44284) (Gazetted 11 April 2019)

**ACT Health Directorate**

**Blake Ford: 846-95726**

From: Senior Officer Grade C \$104,630 - \$112,626

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$123,227 - \$138,723

ACT Health, Canberra (PN. 34187) (Gazetted 3 May 2019)

**ACT Health Directorate**

**Jena Mendoza: 834-44503**

From: Registered Nurse Level 2 \$91,910 - \$97,413

ACT Health

To: †Registered Nurse Level 3.1 \$105,372 - \$109,709

ACT Health, Canberra (PN. 44167) (Gazetted 11 April 2019)