



ACT Government Gazette

Gazetted Notices for the week beginning 03 May 2018

VACANCIES

Calvary Health Care ACT (Public)

Nursing - Medical Stream

Registered Nurse

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

Gazetted: 09 May 2018

Closing Date: 13 May 2018

Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au> Reference Number 17285

Contact Officer: Rowena Fawole rowena.fawole@calvary-act.com.au

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

Finance

Data Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: LP7784)

Gazetted: 09 May 2018

Closing Date: 13 May 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au> Reference Number 17286

Contact Officer: Michael Barnes michael.barnes@calvary-act.com.au

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

Various

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114377, Canberra (PN: Several)

Gazetted: 09 May 2018

Closing Date: 15 May 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au> Reference Number 17243

Contact Officer: HR@calvary-act.com.au 0262016982 HR@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Various

Registered Nurse/Midwife/ Enrolled Nurse

Registered Nurse Level 1/2 \$57635 - \$93533, Canberra (PN: Several)

Gazetted: 09 May 2018

Closing Date: 30 December 2018

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

Note: Registered Nurse and Midwife Vacancies, Enrolled Nurse, Level 1 and Level 2. Permanent and Temporary;

Full time, Part time and Casual Reference Number 17251

Contact Officer: HR@calvary-act.com.au 0262016982 HR@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Allied Health

Occupational Therapist

Health Professional Level 2 \$65,757 - \$84,816, Canberra (PN: LP8853)

Gazetted: 09 May 2018

Closing Date: 29 May 2018

Full position details can be seen on Calvary Public Hospital Bruce's website, <https://calvary.mercury.com.au> Reference Number 17261
Contact Officer: Michael Malcomess 6201 6087 michael.malcommes@calvary-act.com.au
Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

Student and Academic Services

Student Services/Information and Recognition

Client Services Officer

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 54190)

Gazetted: 08 May 2018

Closing Date: 15 May 2018

Details: Candidates are invited to fill a Client Service Officer role in a dynamic team with the Canberra Institute of Technology (CIT) Student Services Information and Recognition team. The successful applicant will provide first-point-of-contact for all phone/email and live chat enquiries. They will complete a variety of administrative tasks including providing information to prospective and current students on the products and services available at CIT as well as supporting students to complete their enrolments and re-enrolments and take payments. Successful applicants will be required to accurately use student information systems and a client relationship management system. This role requires high level customer service skills and the ability to work shifts as required. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/ Other Requirements: It is desirable that the applicant has a current drivers licence as at times staff may need to work on different CIT Campuses.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara mccormack

Student and Academic Services

Student Services

Client Service Officer

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 55020)

Gazetted: 08 May 2018

Closing Date: 15 May 2018

Details: Applications are invited to fill a Client Service Officer role in a dynamic team with the Canberra Institute of Technology (CIT) Student Services Client Relations team to provide first-point-of-contact for all general counter services. Staff will complete a variety of administrative tasks including enrolments and re-enrolments, issue CIT Cards, take payments and provide information to prospective and current students on the products and services available at CIT. Successful applicants will be required to accurately use student information systems and a client relationship management system. This role requires high level customer service skills and the ability to work shifts as required. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/ Other Requirements: It is desirable that the applicant has a current drivers licence.

Note: This position is for temporary position for a period of one year with the possibility of extension up to but not exceeding five years in total. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

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

Pathways

Year 12

Senior Teacher

Teacher Level 2 \$100,508, Canberra (PN: 39650)

Gazetted: 04 May 2018

Closing Date: 11 May 2018

Details: CIT Pathways College is seeking an experienced Teacher to provide leadership and guidance to support Teachers and the department in Teaching and Learning for the ACT Board of Senior Secondary Studies (BSSS). This includes assessment processes such as moderation, meshing and processing of results, and ACT BSSS curriculum changes. The successful candidate needs to have demonstrated experience in supporting teams in delivery the ACT BSSS. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Teachers in the CIT Year 12 Program must have secondary teaching qualifications and registration with the Teacher Quality Institute (TQI). Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All Teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Leadership/management experience. Qualified to teach two or more subject areas at senior secondary level. 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

Contact Officer: Gillian Sinclair (02) 6207 4025 gillian.sinclair@cit.edu.au

Corporate Services

Records Management

Records Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36844)

Gazetted: 04 May 2018

Closing Date: 22 May 2018

Details: CIT is seeking an experienced Records Manager to oversee and manage the continued rollout of Electronic Document Management Recordkeeping System (EDRMS), HPE Content Management, across all areas of the Institute. Duties include, but are not limited to: Strategic planning relating to Records Management generally; ongoing management of policies and procedure; oversight of CIT's Records Management function and day-to-day EDRMS operations; liaison with CIT staff, the Territory Records Office, and other agencies relevant to CIT's Records Management functions; and coordination of training to CIT staff as required to ensure currency and consistency of record keeping. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Successful applicants will have (among other factors) demonstrated experience and capability in management accounting in a tertiary education institution; ACT Government procurement processes and delivery; performance analysis and reporting within an Australian VET organisation. Desirable qualifications and experience, but not essential: At least five year's experience in Records Management discipline; Tertiary Qualifications in Information Management are highly desirable.

Note: This Position is for temporary filling from 1 June 2018 until 31 May 2020 with the possibility of extension. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

Contact Officer: Karl Craig (02) 6207 3363 karl.caig@cit.edu.au

Corporate Services

Business Support

Business Support Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 54010)

Gazetted: 07 May 2018

Closing Date: 14 May 2018

Details: CIT is seeking a Business Support Manager on a temporary basis to provide financial, business process and management accounting support to CIT's Colleges and Divisions. Duties include, but are not limited to: Financial and management analysis and reporting; Researching and providing advice to Executives, Directors and Managers on financial impacts of decisions, including human resource planning and recruitment; Management of procurement processes and outcomes; Monitoring, analysing and reporting financial, quality and statistical performance indicators; and Co-ordinating compliance with standards, policy and procedures. Successful applicants will have (among other factors) demonstrated experience and capability in: Management accounting in a Tertiary education institution; ACT Government procurement processes and delivery and Performance analysis and reporting within an Australian VET organisation. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Successful applicants will have (among other factors) demonstrated experience and capability in: Management Accounting in a Tertiary education institution; ACT Government procurement processes and delivery; performance analysis and reporting within an Australian VET organisation; Tertiary qualifications or equivalent in Finance and Accounting would be well regarded.

Note: This is a temporary position available until 11 March 2019 with the possibility of extension. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

Contact Officer: Karl Caig (02) 6207 3160 karl.caig@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

Access Canberra

Workplace Protection

WorkSafe ACT Major Investigations Team

WorkSafe Investigator

ORS Inspector 6 \$79,824 - \$91,356, Canberra (PN: 32676)

Gazetted: 09 May 2018

Closing Date: 16 May 2018

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

Eligibility/ Other Requirements: A Certificate IV level qualification in Investigations or related discipline, or progress towards such a qualification is desirable and a current driver's licence is mandatory. A willingness to wear a

uniform and to undertake competency based training relevant to performing the duties is expected. The successful applicant will also be required to participate in an after hours on-call roster and any programmed after hours compliance activities when required.

Contact Officer: Bradley Cummins (02) 6207 2309 Bradley.Cummins@act.gov.au

Revenue Management Division

Business Systems Team

Support

Training Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38477)

Gazetted: 03 May 2018

Closing Date: 17 May 2018

Details: The ACT Revenue Office Business Systems Team is looking for an experienced and capable individual to provide a training support role to the ACT Revenue Office (ACTRO). Over the course of the last three years the ACT Revenue Office has transformed substantially through the Revenue Collection Transformation Program. Several strategic priorities have been set by the Commissioner for ACT Revenue which will be addressed by the office's Digital Plan and the establishment of the Business Systems Team. The team will administer the plan and develop strategic relationships. The Team will be made up of three sub-units: Projects; Quality Assurance; and Support. The Support sub-unit is responsible for ensuring our operating environments continue to operate effectively. The unit undertakes incident management, liaises with ACTRO business and key stakeholders to deliver system change, manage release and configuration cycles through the Snow ticketing system; and deliver training and communications about changes. The successful applicant will have high level presentation and communications skills and experience in designing, developing and delivering training for Information Communication (IT) systems, using multiple delivery methods such as face-to-face and eLearning, to internal and external stakeholders.

Contact Officer: Steven Harrison (02) 6205 9393 steven.harrison@act.gov.au

Shared Services ICT

Technology Services

Networks and Communications Services, Unified Services

Voice Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 31006)

Gazetted: 04 May 2018

Closing Date: 18 May 2018

Details: The Unified Communications team are looking for a highly motivated individual with good organisation and communication skills to support the delivery of fixed line and mobile services provided to the ACT Government. The successful applicant will be responsible for managing moves, adds and changes and break/fix for the government fleet as well as ensuring records and details are kept up to date for billing, vendor accounts, online product catalogues, audits and contracts. They will need to liaise with both ACT Government customers as well as service providers in order to ensure requests are delivered in accordance with customer requirements and within the agreed service levels.

Contact Officer: Shane Eccleston (02) 6207 7963 shane.eccleston@act.gov.au

Access Canberra

Projects, Governance and Support

Workforce Capability Team and Operations Bedrock

Project Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 05514, Several)

Gazetted: 04 May 2018

Closing Date: 16 May 2018

Details: As a Project Officer in Access Canberra, Projects Governance and Support Division you will work to support the growth and development of the Access Canberra workforce like a gardener does a garden.

As a Project Officer in Access Canberra your role will be to:

develop and implement projects and programs that support staff to do their job – like a gardener you will help create the ideal circumstances for growth;
use data to inform decisions as well as your organisation and collaboration skills to lead project development – like a gardener you will learn what to plant where for best results;
have a genuine interest in the people that work in Access Canberra and the community we serve – like a gardener you will be interested in every plant in the greenhouse.

Note: There are two temporary positions available one is available for 12 months and one is six months, both with the possibility of extension.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Please submit a written application, of no more than two pages, responding to the two statements below, identifying which position/s you are applying for and provide contact details of at least two referees and current Curriculum Vitae. The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria. Your pitch should indicate your capacity to perform the duties and responsibilities at the specified classification. 1. Detail your greatest achievements and how they relate to this position and its duties. 2. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Krystal Eppelstun (02) 6207 4844 krystal.eppelstun@act.gov.au

Infrastructure Finance and Capital Works

Operations

Governance and Contracts

Governance Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 00870)

Gazetted: 07 May 2018

Closing Date: 21 May 2018

Details: Infrastructure Finance and Capital Works (IFCW) is seeking an experienced and motivated candidate to fill a Governance Officer's role within the Governance and Contracts Business Unit. The ideal candidate will be a confident and experienced minute taker, have excellent interpersonal and communication skills, and will have experience creating good relationships with stakeholders and staff. The role provides secretariat support to a range of Committees and Project Working Groups, and will support the Governance and Contracts Unit to develop a suite of meeting templates and solutions for whole of government governance support. The successful candidate will also be able to liaise across a range of roles and levels throughout the Government. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. The Governance Officer will be reporting directly to the Manager, Project Governance. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Applicants are asked to submit a current Curriculum Vitae, a statement of claims against the selection criteria (keeping to around two pages in length), and a completed Application Cover Sheet including the names and contacts of two referees.

Contact Officer: Kylie Bailey (02) 6205 4570 kylie.bailey@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Working with Vulnerable People Compliance Unit

Investigator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36602)

Gazetted: 03 May 2018

Closing Date: 11 May 2018

Details: Have you ever wondered how the engage, educate and enforce compliance model works? Have you ever wondered how the model is applied to advise the community about their legal obligations, encourage compliance with laws and ensure high standard of health, public safety and environmental protection. If so Access Canberra is

the right place for you. The Working With Vulnerable People (WWVP) Compliance Unit within Access Canberra is responsible for monitoring compliance with the WWVP scheme, investigating allegations of non-compliance, taking action to remedy non-compliance where required and assessing any immediate risk posed by a registration holder to a vulnerable person. It uses its specialised knowledge of the *Working with Vulnerable People (Background Checking) Act 2011 (the Act)* and the WWVP scheme to fulfil its responsibilities. The successful applicant will, under the direction of the Manager, WWVP Compliance Unit: Use professional judgement, powers and the risk/harm based regulation model to conduct investigations and inspections, individually and as a team member, in regards to WWVP registrations and possible breaches of the Act; establish and facilitate communications with internal and external stakeholders, including the Ombudsman and ACT Policing; deal appropriately with confidential and sensitive information; plan and conduct compliance activities; participate in fostering an environment of working together across the various disciplines within Access Canberra; prepare correspondence, reports, and briefings under the supervision of the Manager; maintain records, including those relating to team activities and outcomes, in accordance with the Territory Records Act 2002; understand and work within the ACT Public Service (ACTPS) Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework.

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. A current driver's licence is essential and ability to undertake shift work as required or directed. Certificate IV in Government (Investigations) or relevant experience in a regulatory assessment environment is highly desirable. Note: This is a temporary position available for 12 months with the possibility of extension.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the position description. The applications should include a Curriculum Vitae and a two page response detailing your most relevant achievement in the last five years and how it relates to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role.

Contact Officer: Drazen Persic (02) 6207 6990 drazen.persic@act.gov.au

Shared Services

Partnership Services Group

Service Desk

HR/Finance Service Desk Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36221, several)

Gazetted: 08 May 2018

Closing Date: 15 May 2018

Details: Shared Services is seeking applications from interested candidates who are experienced Customer Service Officers to join the Human Resource (HR)/Finance Service Desk team. The position requires demonstrated skills and experience in the following areas: (1) Provide a high level of customer service in responding to customer enquiries on the telephone and via email, actively contributing to achievement of key performance indicators. (2) Provide expert advice and guidance on HR legislation, policies and ACT conditions of service to customers and Shared Services colleagues. (3) Provide advice on financial policies and procedures, including Accounts Payable Invoice Automaton Solution (APIAS), invoices and payments. (4) Create and maintain records by inputting data into Service Desk systems accurately, within agreed timeframes and in accordance with Service Desk processes. (5) Contribute to the maintenance of effective personnel records by inputting data into HR systems.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension and/or permanency.

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

How to Apply: Interested applicants should limit their responses against the criteria to three pages

Contact Officer: Corey Stinson (02) 6205 4618 corey.stinson@act.gov.au

Access Canberra

Customer Coordination

Applications and Approvals

Call Centre Operator

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40530, Several)

Gazetted: 09 May 2018

Closing Date: 16 May 2018

Details: The Applications and Approvals team within Access Canberra is seeking several highly motivated customer focused Call Centre Operators to handle our public lines. The Call Centre team provides a phone service relating to a board range of services including building approvals, development approvals, construction occupations licensing and Worksafe enquires. Our staff are required to think outside the box to ensure our customers have a seamless experience.

Note: This position is part-time at 25:00 hours per week and the full-time salary noted above will be paid pro-rata. Standard hours are 9.30am to 2.30pm Monday to Friday (excluding public holidays). Occupants of this position may be required to work outside these hours occasionally.

Contact Officer: Luke Feain (02) 6205 9637 luke.feain@act.gov.au

Infrastructure Finance and Capital Works

Operations

Governance and Contracts

Senior Contracts Officer

Senior Officer Grade B/Infrastructure Officer 4 \$118,319 - \$135,587, Canberra (PN: 30420)

Gazetted: 08 May 2018

Closing Date: 22 May 2018

Details: Infrastructure Finance and Capital Works (IFCW) is seeking an experienced and motivated candidate to fill a Senior Contracts Officer's role within the Governance and Contracts Business Unit. The successful candidate will be responsible for providing advice to Project Officers on contract management issues including contract interpretation and implementation; analysis of contractual claims, including variations, extensions of time and contract disputes. The role requires a demonstrated understanding of the various forms of contracts employed by IFCW, a capacity for critical analysis of complex contractual matters, and the ability to achieve outcomes through alternative dispute resolution procedures. Strong analytical and communication skills are essential for this role. The successful candidate will also be able to liaise across a range of roles and levels throughout the Government. The candidate will also need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACTPS Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. The Senior Contract Officer will work independently whilst reporting directly to the Senior Manager, Contracts and Prequalification. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position will be filled at either the Senior Officer Grade B or Infrastructure Officer 4, dependant on the skills and experience of the successful applicant.

How to Apply: Applicants should address the selection criteria (with a maximum of 500 words per criterion), provide details of two referees and a current Curriculum Vitae via email to jobs@act.gov.au

Contact Officer: David Grey 02 6207 7604 davide.grey@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

Housing ACT

Executive Support Unit

Ministerial Liaison Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 16269)

Gazetted: 04 May 2018

Closing Date: 11 May 2018

Details: The Executive Support Unit of Housing ACT is looking for a high performing person who shows initiative and can work in a dynamic and high pressure environment to permanently fill the role of Ministerial Liaison Officer. If you like interesting and fulfilling work, can juggle lots of competing priorities and have a great understanding of ministerial briefings and correspondence (including being an ace at using Total Records and Information Management (TRIM)), then this is a great opportunity to use your skills in a role where no two days are the same. Supporting the Senior Manager and Manager of the Executive Support Unit, the Ministerial Liaison Officer manages the workflow of ministerial briefings and correspondence and all other correspondence workflow through Housing ACT including freedom of information requests. The role also coordinates the overdue list of briefs using TRIM and manages the electronic daily meeting papers and briefings for the Executive. This requires excellent attention to detail and an ability to strategically link relevant briefings to meetings. The Minister Liaison Officer works closely with the Organisational Governance Unit in the Community Services Directorate (CSD) to achieve high quality and timely briefing materials for Housing ACT, the Directorate and the Minister with a focus on accuracy, consistency and making sure all the dots are connected from a policy and operational perspective. This role is a key part of a passionate and proactive team who enjoy being challenged in their day to day work, achieving great outcomes and working together to best support the Minister's office, Executive and other business units of Housing ACT. If this sounds like an opportunity you would be interested in, we would love to hear from you.

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

Contact Officer: Kate Boljkovac (02) 6207 1396 kate.boljkovac@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

Office for Schools

South Weston

Mawson Primary School

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40528)

Gazetted: 08 May 2018

Closing Date: 15 May 2018

Details: Mawson Primary School is seeking a highly motivated and experienced Business Manager. The successful applicant will maintain the School's financial systems using the MAZE/School Administration System (SAS) package, providing financial advice to the Principal and School Board. The successful applicant will also prepare budgets, finance reports, financial returns and conduct regular expenditure reviews against approved allocations and prepare statements/returns to show trends. The successful applicant will also supervise the front office staff and will possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. The successful applicant will manage all the building work across the school.

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

Contact Officer: Elizabeth Courtois (02) 6205 8033 elizabeth.courtois

Business Services

Infrastructure Capital Works

School Infrastructure Management - Capital Upgrades

Project Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 19712)

Gazetted: 04 May 2018

Closing Date: 18 May 2018

Details: The Capital Upgrades team is looking for an experienced and motivated individual to undertake the role of Project Officer. The successful candidate will manage the delivery of minor capital works and individual projects within the Capital Upgrades Program.

Eligibility/Other Requirements: The successful applicant must be in possession of an Asbestos Awareness and White Card or the willingness to obtain them.

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

Contact Officer: John Nakkan (02) 6207 1876 john.nakkan@act.gov.au

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School

Centre for Innovation and Learning Administration Support officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 40379)

Gazetted: 04 May 2018

Closing Date: 18 May 2018

Details: The Centre for Innovation and Learning is a unique Science, Technology, Engineering and Mathematics (STEM)-focused learning and teaching environment. The Education Directorate is seeking a suitably qualified assistant to work under the direction of the centre manager to support operations and the delivery of quality educational programs and events. The successful candidate will oversee bookings and transport arrangements for visiting groups, and manage the equipment inventory and science laboratory facilities.

Eligibility/Other requirements: Highly Desirable: Experience working as a Science Laboratory Technician, and a First Aid qualification or willingness to undertake appropriate training. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Note: This is a temporary position available until 5 July 2019 with the possibility of extension and/or permanency.

Contact Officer: Paula Taylor (02) 6142 3550 paula.taylor@ed.act.edu.au

Office of the Board of Senior Secondary Studies

Curriculum Officer

School Leader C \$115,778, Canberra (PN: 12033)

Gazetted: 09 May 2018

Closing Date: 23 May 2018

Details: The role of the Executive Teacher – Curriculum Officer is to provide leadership and support to teams of teachers and stakeholders in developing and accrediting quality contemporary curriculum for a diverse range of students. The role requires excellent research, administrative, interpersonal, teamwork, oral and written communication skills. The Curriculum Officer will provide advice to college based staff in implementing all curriculum according to Board of Senior Secondary Studies (BSSS) policy and procedures including Vocational Education and Training (VET). The successful applicant will work effectively and collaboratively within the Office of the Board of Senior Secondary Studies (OBSSS), sub committees and national organisations such as Australasian Curriculum, Assessment and Certification Authorities (ACACA). The Curriculum Officer will support the Executive Officer – Curriculum and Quality Assurance in implementing the BSSS Strategic Plan.

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

Contact Officer: Lyn Mernagh (02) 620 57174 lyn.mernagh@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

Infrastructure and Capital Works

School Infrastructure Management

Assistant Manager - Procurement

Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 03580)

Gazetted: 07 May 2018

Closing Date: 21 May 2018

Details: The Infrastructure and Capital Works branch is looking for an experienced Procurement Officer to fill the position of Assistant Manager of the small procurement team. The Assistant Manager will be required to provide advice on procurements, tender and contract process as well as assisting in the development of processes and procedures in accordance with the ACT Government procurement guidelines to ensure a consistency across the Education Directorate including within ACT public Schools.

Contact Officer: John Nakkam (02) 6207 1876 john.nakkam@act.gov.au

System Policy and Reform Division

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Assistant Manager, Early Childhood Policy

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40366)

Gazetted: 09 May 2018

Closing Date: 23 May 2018

Details: Early Childhood Policy and Regulation is looking for an innovative, enthusiastic and high performing individual to join the Early Childhood Policy team. The position offers the opportunity to work on strategic policy development for early childhood education and care, in a fast paced and collaborative environment. Working on developing an Early Childhood Strategy for the ACT, the officer will support a small high-performing team to build successful professional working partnerships with the ACT's early childhood education and care sector and Human Services Cluster Directorates, to deliver positive outcomes for children and their families in education and care settings. As the successful candidate, you will be required to assist in monitoring and evaluating the progress of implementing government priorities in relation to early childhood education and care. This will involve working collaboratively to provide high-level strategic advice and assist with policy development and projects. You will also lay the foundations for any relevant instruments to create partnerships with non-Government entities, such as the development of deeds of agreement, contracts, grant programs and procurement processes. This work is likely to involve contract or deed management. Your knowledge of contract management within government settings and legal and legislative factors would be highly regarded. You will also liaise and collaborate with a broad range of internal and external stakeholders to build strong working relationships within government and with the early childhood education and care sector, and represent the Directorate at internal and external meetings.

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

How to Apply: Applicants should address the selection criteria (with a maximum of 350 words per criterion)

provide contact details of two referees and a current Curriculum Vitae via email to jobs@act.gov.au

Contact Officer: Sybilla Meeth (02) 6205 3619 sybilla.meeth

Business Services

Strategic Finance

School Resourcing and Finance

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 07240)

Gazetted: 04 May 2018

Closing Date: 18 May 2018

Details: Under limited direction the successful applicant will manage and develop Directorate policies and provide support services in relation to asset utilisation including community use arrangements, assist in preparing financial reporting and budgeting for internal and external clients including ACT public schools, represent the Directorate at

negotiations with internal and external stakeholders, and actively contribute to the leadership, management and operations of a Strategic Finance service sub-section.

Eligibility/Other Requirements: Experience in development and management of contracts and strong interpersonal and negotiating skills essential. Tertiary qualifications relating to accounting or financial management are desirable.

Contact Officer: Peter Podnar (02) 6205 3145 peter.podnar@act.gov.au

Environment, Planning and Sustainable Development

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

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

Climate Change and Sustainability

Business Unit

Energy and Water Program Assessor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 30462)

Gazetted: 04 May 2018

Closing Date: 11 May 2018

Details: The Directorate is seeking a Technical Officer to fill the position of Energy and Water Assessor in the Business Unit of the Climate Change and Sustainability Division. The successful applicant will be required to undertake technical energy and water assessments of ACT businesses to support the delivery of the Act smart Business Energy and Water program.

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

Note: This is a temporary position available until 30 June 2021 with the possibility of extension and/or permanency. Some weekend and after hours work may be required. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Business Unit

Program Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35595)

Gazetted: 04 May 2018

Closing Date: 11 May 2018

Details: The Directorate is seeking an experienced Program Officer to support delivery of the Public Event Recycling program delivered by the Business Unit of Sustainability Programs. The successful applicant will support the delivery of the program to a wide range of public events.

Eligibility/Other Requirements: A current driver's license is essential. Occasional weekend work will be required.

Waste and recycling industry knowledge and experience in the operational requirements of managing events would be an advantage.

Note: This is a temporary position commencing 1 July 2018 until 30 June 2021. This position is part-time and the full-time salary noted above will be paid pro-rata. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Ros Malouf (02) 6207 5335 ros.malouf@act.gov.au

Environment

Parks and Conservation Services

Biosecurity and Rural Services

Senior Legal Policy Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40492)

Gazetted: 07 May 2018

Closing Date: 28 May 2018

Details: Applicants are sought to temporarily fill the role of a Senior Legal Policy Officer in the Biosecurity and Rural Services Section of the ACT Parks and Conservation Service. The successful applicant will have the opportunity to work with a high degree of independence on the development of new Biosecurity legislation for the ACT including associated legislative instruments. This will include: Coordination and management of resources to ensure the 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, the Treasury Directorate on financial and regulatory impact matters and other ACT Government Directorates.

Note: This is a temporary position available until 20 June 2020 with the possibility of extension. This position is part-time at 22:03 hours per week, three days a week and the full-time salary noted above will be paid pro-rata.

Selection may be based on application and referee reports only. Please note – the Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

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

Health

Selection documentation for the following positions may be downloaded from

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

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

Community Services

Housing ACT

Infrastructure and Contracts

Executive Level 1.3 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E1062)

Gazetted: 10 May 2018

Closing Date 20 May 2018

Details: Housing ACT provides public housing and rental assistance to clients and aims to be an innovative and effective social housing provider. It maintains, develops and improves the Government's stock of public housing, including the management of over 11,000 properties; delivery of a capital program that includes the sale, purchase, construction and redevelopment of housing stock; and management of contracts. Housing ACT seeks an outstanding person for the role of Director Infrastructure and Contracts. The role implements effective capital and asset management practices to support the delivery of appropriate and reliable infrastructure for tenants while also managing the asset on behalf of the Government. The role reports to the Executive Director, Housing ACT and has five direct reports. The Director, Infrastructure and Contracts leads the finance, asset management and contract management functions. This role will work closely with other executive team members to ensure asset and contract management are closely aligned to current and emerging client requirements. In addition to agency and broader government stakeholders, it is expected that the Director will lead and demonstrate collaborative and influential relationships with local design, construction and maintenance industries. The role requires an exceptional professional with strong financial acumen, good change management and stakeholder engagement skills and a strong understanding of the development industry. We are seeking someone innovative and energetic with a heart for the vulnerable members in our community. Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124. Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that long-

term engagements are tabled in the ACT Legislative Assembly. To Apply: To obtain further information on this position, and receive direction on how to apply, please email applications.australia@ngs-global.com quoting reference number J15501. Contact Officer: Further information about the position is available from Kym Fletcher or Mark Lelliott at NGS Global on 1300 138 863

Quality, Governance and Risk

People and Culture

Executive Unit

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: P14497)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Overview of the work area and position: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. People and Culture: The People and Culture Branch is responsible for providing strategic leadership and operational implementation of human resource strategies relating to a diverse range of human resource and industrial relations functions across ACT Health. Working closely with ACT Health Branches, the People and Culture Branch portfolio delivers strategically-aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment. The Branch also plans, designs, communicates and monitors ACT Health's Workforce Strategy with a focus on building organisation and change management capability, and providing workforce data to support strategic decision-making to enable ACT Health to deliver on its strategic agenda. Quality expert advice and support is provided through the People and Culture integrated teams. The People and Culture Executive team is responsible for the strategic and operational management of the People and Culture Branch ensuring the effective and efficient operation of strategic people management advice, policy and programs across the ACT Health Directorate. Description of temporary position: Suitably qualified applicants are encouraged to apply for a temporary Manager role within the People and Culture team which is responsible for the effective and efficient operation of strategic people management advice, policy and programs across ACT Health. Reporting to the Executive Director, People and Culture the successful applicant will provide subject matter expertise to the ACT Health Workforce Strategy Project working closely with the Innovation Partner, Workforce and Culture, colleagues in the Quality, Governance and Risk division, key leadership personnel and contracted providers. This is an exciting and unique opportunity to be a part of a team developing a workforce strategy that will enable ACT Health to confidently plan and develop its highly skilled workforce to continue to provide best practice patient centred care to the ACT. Eligibility/Other Requirements: Qualifications and experience: Desirable: o an understanding of ACT Health and the broader health environment o Previous experience in project management principles Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check Note: Temporary position for a period of up to six months Contact Officer: Janine Hammat (02) 6205 1086 janine.hammat@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Nurse Practitioner, Walk-in-Centre

Registered Nurse Level 4.2 \$122,486, Canberra (PN: GWIC2, several)

Gazetted: 10 May 2018

Closing Date: 24 May 2018

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

cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: Walk-in Centre nurses work within a collaborative environment to provide episodic, timely, expert health care and education for clients presenting to the ACT Health Walk-in Centres. Patients see a specialist nurse for advice, assessment and treatment for minor illnesses and injuries such as cuts and bruises, minor infections, strains, sprains, skin complaints and coughs and colds. If necessary, patients are redirected to the most appropriate healthcare professional. Walk-in Centres are open seven days a week, early until late and no appointments are necessary. Under the broad direction of the Assistant Director of Nursing, the Nurse Practitioners are responsible for the management, planning and operational input to achieve quality patient care and service delivery outcomes within the Walk-in-Centres.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Nurse Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Extensive clinical experience in a Walk-in Centre or relevant acute and/or primary care area. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Note: The Nurse Practitioner roles will be required to work rotating shifts, which may involve working across multiple Walk-in-Centre sites. These are permanent full-time roles however application for part-time work may be considered. A merit list may be established to fill both temporary and permanent positions at level, which may arise over the next 12 months.

Contact Officer: Rendry Del Rosario (02) 6205 4926 rendry.delrosario@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Alcohol and Drug Services Nurse Practitioner

Nurse Practitioner \$122,486, Canberra (PN: 37081)

Gazetted: 10 May 2018

Closing Date: 24 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Rehabilitation and Specialty Services; Community Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The Alcohol and Drug Services (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. This is an exciting, new position that will work in collaboration with a successfully established Nurse Practitioner position within the Alcohol and Drug Services. Under broad direction, you will implement a specific Alcohol and other Drug Nurse Practitioner services to people with substance misuse disorder in the public health

sector. This includes providing services in the acute care setting and in the community setting. This position will work collaboratively with the ADS Specialist Medical Services.

Eligibility/Other Requirements: Mandatory: Be registered as a Registered Nurse or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA), with no conditions. Successful completion of an NMBA approved program of study leading to endorsement as a Nurse Practitioner or a program that is substantially equivalent to an NMBA approved program of study leading to endorsement as a Nurse Practitioner as determined by the NMBA. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a permanent part-time position working 22.03 hours per week. Hours will be negotiated with the successful applicant. The full-time salary noted above will be paid pro rata.

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

Canberra Hospital and Health Services

Medicine

Clinical

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22150)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Clinical Nurse Consultant has overall responsibility for the financial management and clinical leadership of the ward nursing staff ensuring clinical services meet the standards and needs required by the patients, staff and ACT Health.

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

Desirable: Holds or is working towards a Tertiary Management and/or Nursing qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Jenny Hegarty (02) 6244 2265 jenny.hegarty@act.gov.au

Quality Governance and Risk

Clinical Safety and Quality

Quality Improvement Team

Quality Officer

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 04547)

Gazetted: 10 May 2018

Closing Date: 24 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Quality, Governance and Risk Division is focusing on ACT Health's strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements. The Deputy Director-General, Quality, Governance and Risk is leading on the development of the ACT Health Quality Strategy and this role will undertake a key leadership role in supporting its delivery. The Division will provide strategic leadership, oversight and advice on ACT Health's Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement, as well as providing strategic frameworks in quality, governance and risk across ACT Health. Branches within the Quality, Governance and Risk Division are: Audit, Risk and Compliance; Workplace Safety; Legal and Insurance; Clinical Safety and Quality Unit and People and Culture. The role of the Clinical safety and Quality Unit is to support the improvements in person-centred, safe and effective care delivery. This is achieved

through safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. The Quality Officer position is broad and complex and is responsible for acting as an expert resources to assist divisions to implement quality improvements. The role is also be responsible for assisting with the implementation of the Quality Strategy to support the delivery of person-centred, safe and effective care.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. Desirable: To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with an ability to work independently and within a team environment; highly developed communication skills; Confidence in analysing data for improvement purposes and with strong organisational skills, able to work independently and within a team environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a permanent full-time position.

Contact Officer: Alison Kingsbury (02) 6205 1263 alison.kingsbury@act.gov.au

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

Registered Nurse - Community Care Program

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 28433, several)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. An exciting opportunity exists for dynamic, motivated Registered Nurses to gain experience in the progressive and rewarding Community Care Program. The positions involve the provision of clinical nursing care and nursing management skills to the residents of Canberra, both in the home environment and in Health Centre Clinics. Nurses interested in working in community nursing should have a wide range of recent clinical experience and be committed to high quality patient centred care with a multidisciplinary focus. The role requires an ability to work autonomously with a high level of problem solving ability. Interested nurses are encouraged to speak with the contact officers to discuss these positions. Overview of the work area and position: The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post-acute support, palliative care, and end of life care. Services are delivered in a clinic or domiciliary setting.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Tertiary qualifications in Bachelor of Applied Science in Nursing and must hold a current drivers licence. Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and /or community health applicable to the position is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: The Community Care Program is seeking applications from Registered Nurses to fill both temporary full-time and part-time Registered Nurse Level 2 positions across all Community Nursing Teams, available for up to six months with the possibility of extension and/or permanency. The positions may require weekend and public holiday shifts. Applicants should apply online to the ACT Health website. Please provide a statement addressing the selection criteria, your Curriculum Vitae and two referee contacts (including one from a current supervisor)

Contact Officer: Wendy Woodman (02) 6205 2717 wendy.woodman@act.gov.au

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

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 14266)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Justice Health Primary Health Team is part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality care. The Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre and Bimberi Youth Justice Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurse Level 1 and Enrolled Nurses. You will also be responsible for a portfolio that has delegated in agreement with the Team Leader.

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

Desirable: Previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment; tertiary or postgraduate qualifications and experience in clinical nursing practice. Prior to commencement successful candidates will be required to undergo a pre-employment Police check comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Cheryl Cuthbertson (02) 6207 2841 cheryl.cuthbertson@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Instrument and Circulating Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 20630, several)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: Our Perioperative Unit consists of a Day of Surgery Admission (DOSA) Admissions Unit, 13 Operating Theatres covering a wide range of surgical specialties, The Post Anaesthetic Care Unit and a 12 Bed Extended Day Surgery Unit. The Instrument and Circulating Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and students and take on Team Leadership responsibilities in the absence of the Clinical Nurse Consultant. The Registered Nurse

Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role at the Unit based level covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and three years full-time experience in Instrument and Circulating Nursing. Postgraduate qualification or working towards in Perioperative Nursing is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious disease.

Note: There are both full-time and part-time permanent positions available.

Contact Officer: Margaret Lepper (02) 6244 2765 margaret.lepper@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Services
BreastScreen ACT**

Radiography (RA) - Mammography

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

Gazetted: 10 May 2018

Closing Date: 24 May 2018

Details: About us: If you are looking to achieve work/life balance without compromising your career, then BreastScreen ACT is the workplace for you! BreastScreen ACT is a flexible and friendly workplace that strives to accommodate the lifestyle needs of all its staff. Our friendly team is a combination of full-time and part-time employees, with varying skill sets in mammography and breast sonography. Breast Screen ACT encourages continuing professional development through regular training and information sessions, and financial support for conference attendance and higher learning. ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra City, Phillip and Belconnen Health Centres. All assessments are performed at the Canberra City clinic. Under direction, as a Radiographer, you will perform routine mammographic screening with the possibility of being involved in specialising in assessment procedures as well. You will need to exercise independent judgement to perform routine mammograms in a digital environment. We would love to have you on board to join such a great team and dynamic workplace environment. "With only three years post graduate experience, BreastScreen ACT has provided me with great opportunity to further my career and education in within the specialised area of Breast Imaging. I love working in a close, skilled, multidisciplinary team with up to date technology". Melissa - BreastScreen ACT Radiographer since 2012.

Eligibility/Other Requirements: Mandatory: Australian Health Practitioner Regulation Agency (AHPRA) Registration; Degree or Diploma in Applied Science (Medical Imaging); ACT Radiation Licence (or eligible for) and eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT). Hold a current Certificate of Clinical Proficiency in Mammography – CCPM (or the willingness to attain) is desirable. 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 and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: There are several permanent part-time and casual positions available for filling. Part-time hours are 22:03 per week with the possibility of increased hours. The full-time salary noted above will be paid pro rata
Contact Officer: Elizabeth Heffernan (02) 6205 1932 elizabeth.heffernan@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Physiotherapist (Outpatients)

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27123)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital and Centenary Hospital for Women and Children. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: At least three years' work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of five months with the possibility of extension. You will be required to participate in an overtime roster.

Contact Officer: Jane Hermolin (02) 6244 2154 jane.hermolin@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Childhood Early Intervention Officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 19671)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The clinician will be working within the setting of a multidisciplinary team to provide a high standard of practice in the provision of a school based early intervention- social, emotional and behaviour program for children in primary schools. Under the supervision of the early intervention program coordinator the clinician will collaborate with various schools to develop and deliver services which ensure the consistent early detection, treatment and prevention of emerging severe social, emotional and behavioural difficulties in primary school aged children.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Social Work, Nursing, Psychology, or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. A current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health professionals and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary part-time position available for a period of 12 months at 22.05 hours per week. The full-time salary noted above will be paid pro rata.

Contact Officer: Charmaine Nicoll (02) 6207 6040 charmaine.nicoll@act.gov.au

Office of Director General

Government and Communications

Media and Strategic Communications

Web Developer - Online Strategy and Design

Communications Branch

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36825)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health partners with the community and consumers for better health outcomes by delivering patient and family-centred care; strengthening partnerships; promoting good health and wellbeing, and improving access to appropriate health care, and having robust safety and quality systems. ACT Health works closely with other ACT Government agencies such as the ACT Government's 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. Overview of the work area and position: The Communications Branch leads and directs internal and external strategic communications, media, digital, social media and marketing activities that support ACT Health achieve its goals. The Online Strategy and Design Team leads digital communications and community engagement capability and capacity within ACT Health. The team is responsible for the delivery of the Directorate's digital and design products, brand management, and providing teams across ACT Health with digital strategy, web governance and training opportunities. Working under limited direction, the web developer reports to the Deputy Director, Online Strategy

and Design and is responsible for the design, production, maintenance and management of multiple websites, associated operating systems and applications.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in a relevant field will be highly regarded. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jack Wash (02) 6205 2105 jack.walsh@act.gov.au

Corporate

Health Infrastructure Service

Health Infrastructure Service Recurrent

Electrical Supervisor, Facilities Management

Health Service Officer Level 10 \$79,824 - \$91,356, Canberra (PN: 40119)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

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

Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all ACT Health properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs. The Electrical Supervisor role reports to the Maintenance Manager and is responsible for overseeing the electrical maintenance performed by internal trade staff as well as contractors, across all ACT Health buildings located at The Canberra Hospital. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model, including but not limited to: Body and Cardiac protected areas; Emergency power supply systems; and Lighting control systems.

Eligibility/Other Requirements: Mandatory: Certificate III in Electrotechnology - Electrician, or recognised equivalent and an unrestricted Electrical Licence. Certificate IV in Work Health and Safety and/or Project Management, or recognised equivalent is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Scott Harding (02) 6174 5382 scott.harding@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Dental Officer

Dentist \$73,210 - \$133,197, Canberra (PN: 25905, various)

Gazetted: 10 May 2018

Closing Date:

Overview of the work area and position:

The Dental Health Program is in the division of Surgery, Oral Health and Imaging and offers a range of dental services to the community, these include: 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. The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. Some out of hours work including the treatment of emergency patients by roster.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Possession of a recognised degree in Dental Surgery or Bachelor in Dental Science. Desirable: Current driver's licence. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Chris Bill (02) 6205 0979

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 4, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 21113)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services and Rehabilitation and Specialty Service. Overview of the work area and position: The Cottage Adolescent Day Program is a therapeutic group program for young people between the ages of 12 and 18 in the ACT who are experiencing moderate to severe mental health issues. The Cottage has a recovery focus and the program aims to reduce the severity of mental health symptoms to achieve functional gains in schooling, social functioning and fostering life skills.

Eligibility/Other Requirements: Mandatory: Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification) plus relevant experience and a current driver's licence. Desirable: Minimum of one years' experience in mental health. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary part-time position available at 11:00 hours per week for a period of 12 months with the possibility of extension and/or increased hours in the future and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only. Staff are required to undertake mandatory training to promote quality service delivery.

Contact Officer: Jessica Ross (02) 6205 1128 jessica.ross@act.gov.au

Canberra Hospital and Health Services

Pathology

Microbiology

Health Professional Level 2- Scientist Microbiology

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 29099)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Pathology is a department of The Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures. Overview of the work area and position: The successful applicant will be required to undertake duties associated with performance of clinical microbiological testing including specimen set-up, culture plate reading, organism identification and interpretation of susceptibility results. ACT Pathology is seeking a skilled and experienced person to perform procedures and investigations requiring the application of professional knowledge and skill in this area.

Eligibility/Other Requirements: A Degree or Associate Diploma in Science or equivalent relevant qualification; a minimum of 12 months professionally relevant laboratory experience is essential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of three months with the possibility of extension and/or permanency. Availability to work out of hours and on weekends is essential. Selection may be based on written application and referee reports only.

Contact Officer: Susan Bradbury (02) 6244 2510 susan.bradbury@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Community Mental Health Services

Peer Recovery Support Worker

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 40419)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Adult Community Mental Health Service (ACMHS) provides comprehensive clinical care for people with mental illness and functional impairment and/or risks or complex needs. ACMHS provides intake, assessment, planning, treatment, review and transition care under the principles defined in the ACMHS Model of Care including Recovery and person centred best practice in a community setting. The Assertive Community Outreach Service (ACOS) is a team within the ACMHS which provides intensive, flexible, holistic and individualised care with the goals of: Reducing the need for and duration of hospitalisation due to mental illness; reducing the symptoms of mental illness and associated risks; improving functioning in the community, including the ability to maintain stable accommodation, improved relationships, to live independently and increase participation in vocational and educational opportunities; reducing contact with the justice system; supporting decision making capacity and increasing engagement in treatment and reducing the need for coercive measures such as involuntary treatment under the *Mental Health Act 2015*; promoting recovery to the point that the person can move to a less intensive service. As a Peer Recovery Worker you will be an integral member of the team and draw on your lived experience of mental health issues and recovery in a positive and enlightening way to help and support others who are commencing or progressing through their own journey of recovery. In working collaboratively you may: Facilitate peer-led groups based on a self-development program that focuses on individual strengths and values in aspiring towards personal goals and self-directed change; Assist new consumers in their entry into the service and provide individual support to people focusing on their strengths to achieve identified goals; Undertake assertive outreach to assist people with complex needs. Operational supervision and support will be provided by the Manager of the service as well as by the multidisciplinary team of allied health and nursing professionals. Professional supervision will be provided by a Senior Peer Worker. Professional development opportunities in Peer Work will be made available to the successful applicant. As a Peer Recovery Worker, you will be part of a rapidly growing Peer Workforce throughout MHJHADS. We encourage all interested candidates to apply irrespective of your capacity to fulfil the advertised hours, as part-time and flexible working arrangements will be considered. Aboriginal and Torres Strait Islander peoples and people from diverse backgrounds.

Eligibility/Other Requirements: Mandatory: Direct personal lived experience of mental health issues, with a positive experience of recovery; and a strategic ability and willingness to disclose personal experience of recovery in order to influence others positively; minimum of a Certificate IV (ideally in Mental Health Peer Work, or in a community sector or health related field). Desirable: Experience, paid or voluntary, working in a mental health/drug and alcohol or related setting; a current driver's licence and a personal lived experience of a psychotic disorder or bipolar disorder. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This position is advertised as fulltime (but part-time hours will be considered) and this position may involve some shift work (including evenings and weekends).

Contact Officer: Amaly Khalaf (02) 6207 8863 amaly.khalaf@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Intern Pharmacist, Pharmacy Department

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 38829, several)

Gazetted: 10 May 2018

Closing Date: 28 June 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering and Nursing Clinical Support. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Support and Operations the pharmacy technicians will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. The pharmacy team charter is "*Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community*". Under the direction and guidance from the Clinical Lead for Education and Training, the Intern Pharmacist role is primarily responsible for the provision of a range of pharmacy services, on weekends and after hours as rostered. The hospital has multiple site locations and all Pharmacy staff are required to work at both The Canberra Hospital (TCH) and UCPH (University of Canberra Public Hospital) sites as rostered.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Pharmacy; Eligible for provisional registration with Australian Health Practitioner Regulation Agency (AHPRA) and eligible to enrol in and Intern Training Program accredited by the Australia Pharmacy Council. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health professionals and obtain a Compliance Certificate from Occupational Medicine Unit (OMU) relating to assessment and screening and vaccination processes against specified infectious diseases.

Note: These are temporary positions available for a period of 13 months. Successful applicants will be expected to sit for their written AHPRA exams and oral AHPRA exams at the earliest scheduled session where they have met the practice hour requirements.

Contact Officer: Nicole McDerby (02) 6244 3866 nicole.c.mcderby@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Administrative Officer - Child and Adolescent Mental Health Services

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 29841)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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 peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Health Services (JHS). 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 multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. Under the direction of the Operational and Clinical Team Leaders, the Administrative Support Officer is responsible for the administration and office management aspects of the community based team, through the provision of high quality customer services to people accessing the CAMHS services, associated networks and to ACT Health personnel.

Eligibility/Other Requirements: Mandatory: Previous experience in working within the mental health sector, or equivalent and a current driver's licence. Desirable: Previous experience in working with children and young people and previous experience with medical terminology would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a permanent broad-banded position and as such, new employees will commence as an Administrative Services Officer (ASO2). After 12 months full-time equivalent employment officers may apply to be assessed to be paid at the ASO3 level.

Contact Officer: Melina Tsembis (02) 6205 1050 melina.tsembis@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Justice Health Services

Alcohol and Other Drug Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 37269)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The role will work predominately with the Justice Health Services Primary Health Team providing high quality primary healthcare to people located within the Alexander Maconochie Centre and Bimberi Youth Justice Centre. The role will also provide support and advice in other areas of Justice Health Services including the Dhulwa Mental Health Unit and Forensic Mental Health Services. The service aims to provide collaborative, equitable and comprehensive health care to patients and other key stakeholders and services. At this level you will provide senior clinical leadership. The Alcohol and Other Drugs (AOD) Nurse plays a pivotal role in the implementation and delivery of best practice treatment for consumers with complex needs in relation to the physical and psychological treatments required for alcohol and other drug co-morbidities within a therapeutic secure environment. This position works collaboratively with all staff to ensure optimum service delivery and best evidence practice. At this level the AOD nurse will provide clinical leadership to staff at the Registered Nurse Level 1 (RN1) and RN2 level and Enrolled Nurses. The AOD nurse will work with the Clinical Nurse Consultant (CNC), with the ADON and with the support of the RN2 level staff to drive forward required change processes. You will be required to undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Certificate IV in Alcohol and Other Drug Work or near completion of appropriate qualification; a minimum of three years in experience working with clients with substance abuse issues and a current driver's licence. Desirable: Previous experience in a secure health facility. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Cheryl Cuthbertson (02) 6207 2841 cheryl.cuthbertson@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Antimicrobial Pharmacist, Pharmacy Services

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 21582)

Gazetted: 10 May 2018

Closing Date: 24 May 2018

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

continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering and Nursing Operational Support. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community" Under the direction of the Director of Pharmacy, the Antimicrobial Pharmacist is responsible for leading and facilitating the use of antimicrobials within the Canberra Hospital and Health Services (CHHS). The Antimicrobial Pharmacist is required to participate in the CHHS antimicrobial stewardship (AMS) program, providing both clinical and administrative input to the program. Additionally, the role will also lead and coordinate additional activities to optimise the use of antimicrobials within CHHS.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA); Postgraduate qualifications (or equivalent) in Clinical Pharmacy, Management, Education and Training or Research; Significant experience of working within the area of medicine. Highly Desirable: Theoretical and practical experience in the management of complex pharmacotherapy, including experience with therapeutic drug monitoring; previous project management and/or research experience and a current driver's licence. Prior to commencement successful candidates may be required to undergo a pre-employment Police check; provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.; comply with ACT Health credentialing requirements for Allied Health Professionals - If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

Contact Officer: Daniel Lalor (02) 6244 2121 daniel.lalor@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Community Mental Health Services

ACMHS Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 23892)

Gazetted: 10 May 2018

Closing Date: 17 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Adult Community Mental Health Service (ACMHS) Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people who access the service, their carers and other key services. As Manager, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of Learning and Achievement Plans.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation and a current driver's licence. Desirable: Previous management experience and strong understanding of adult community mental health services. Prior to

commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: The ACMHS Program is currently implementing an internal redesign process and a new Model of Care and hence the successful applicant may be required to be transferred at level/position within the program based on operational need.

Contact Officer: Bruno Aloisi (02) 6205 1972 bruno.aloisi@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

Emergency Services Agency

Governance and Logistics

Station Upgrade and Relocation Program

Senior Project Manager SURP

Senior Officer Grade A \$137,415, Canberra (PN: 40479)

Gazetted: 07 May 2018

Closing Date: 24 May 2018

Details: ACT Emergency Services Agency (ESA) is looking for a Senior Project Manager who is comfortable with change and has a track record of providing a high level of customer service. This position provides significant support in the delivery and implementation of ESA's key objectives. The ESA's Station Upgrade and Relocation Program (SURP) is about improving community safety for Canberrans whilst the city expands and the population grows. Strategically locating ESA stations to better service the needs and expectations of the community will allow ESA to continue to deliver high safety outcomes for the ACT. The ACT Emergency Services Agency, an agency within the Justice and Community Safety Directorate, is responsible for emergency management and related support arrangements in the Territory. The Agency has four operational services: ACT Ambulance Service (including SouthCare Aeromedical Rescue Service); ACT Fire and Rescue; ACT Rural Fire Service; and ACT State Emergency Service. Applications are sought for the position of Senior Project Manager, SURP. A collaborative, solutions-focused leader with excellent project management, communication and organisational skills is required. The successful applicant will report directly to the Director, Governance and Logistics and has responsibility for the management of all SURP projects and the SURP project team.

Eligibility/Other requirements: A strong background in Project Management delivering complex projects, preferably around capital works and facilities will be highly desirable. Demonstrated experience in infrastructure due diligence, feasibility studies and the development of a Master Plan will be highly regarded.

Note: This is a temporary capital funded position and the successful candidate will be engaged in a two year contract, with the possibility of extension based on requirements of the SURP project. Suitability for this position will be assessed on your behaviour, knowledge and skills in relation to the duties/responsibilities listed in the position description.

How to Apply: If you're interested in the role, please send through a two page pitch with your curriculum vitae and contact details of at least two referees to jobs@act.gov.au. The two page response should be written in the form of a pitch and should not specifically address the selection criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. Detail your greatest achievement in the last five years and how it relates to this position and its duties; and outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Robyn White (02) 6207 5279 robyn.white@act.gov.au

ACT Emergency Services Agency

Commissioner's Office

Project Manager, ACT Strategic Bushfire Management Plan

Senior Officer Grade A \$137,415, Canberra (PN: 39938)

Gazetted: 03 May 2018

Closing Date: 17 May 2018

Details: Applications are sought for a temporary opportunity within the ACT Emergency Services Agency (ESA) for a Senior Project Manager to work within the Commissioner's Office. Under the general direction of the ESA Commissioner, and in close liaison with the Chief Officer, ACT Rural Fire Service (ACTRFS), the Project Manager will plan and commence the development of the Strategic Bushfire Management Plan (SBMP) v4. To be considered for this position you will be experienced in the development of project plans and supporting project management documentation, managing projects in a small team environment, working closely with government and non-government stakeholders and developing briefs, reports and correspondence associated with high profile projects. The successful applicant will demonstrate: a proven ability to lead high profile activities or projects in a small team environment; a proven ability to undertake detailed analysis to inform policy and plan development; excellent project management skills, including project and planning processes; superior writing skills, with an ability to prepare and edit complex documents; a proven ability to build, maintain and leverage strong networks internally and externally.

Eligibility/Other Requirements: An understanding of, and ability to interpret, ACT bushfire and emergency management arrangements is desirable.

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

How to Apply: To apply for this role, please review the position description and provide a maximum two page document detailing why you are interested in this role within the ACT Emergency Services Agency along with the professional skills and experience you would bring to the role, particularly in relation to the above criteria. Please also attach a current Curriculum Vitae, including the name and contact details of two referees. Please contact the Contact Officer if you should have any queries about the position.

Contact Officer: Dominic Lane (02) 6207 8409 dominic.lane@act.gov.au

Corporate

Governance

Governance, Coordination and Reporting

Manager Freedom of Information and Records Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 18861)

Gazetted: 07 May 2018

Closing Date: 21 May 2018

Details: Governance is seeking a Manager for Freedom of Information and Records Management who under the direction of the Senior Manager, Governance Coordination and Reporting can develop, maintain and promote the Directorate's Records Management Program in accordance with relevant legislation, best practice and consistent with ACT Public Service Standards. The suitable applicant will also need to manage and coordinate Freedom of Information requests on behalf of the Directorate and provide advice to officers on relevant procedures and processes (as well as ensuring that responses to requests are coordinated within the required timelines). To achieve these outcomes, they will need to develop and foster effective working relationships to engage all stakeholders within the Directorate, undertake audits across the Directorate to assess compliance with Territory Record, Freedom of Information and Privacy legislation, assist with the facilitation of records management and Freedom of Information training programs across the Directorate, whilst maintaining high levels of confidentiality in all aspects of the work and dealing sensitively with issues as they arise. They are expected to undertake research and analysis, compile data and report on findings plus assist in the ongoing development, implementation and review of the Directorate's policy and procedure framework.

Note: This is a temporary position available for 12 months

Contact Officer: Ailsa Montgomery (02) 6205 6754 ailsa.montgomery@act.gov.au

Corporate

Governance

Governance, Coordination and Reporting

Team Leader, Strategic Coordination and Reporting

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 05224)

Gazetted: 08 May 2018

Closing Date: 22 May 2018

Details: Applications are sought for the role of Team Leader, Strategic Coordination and Reporting (ASO6) within the Governance, Coordination and Reporting (GCR) section of Governance. GCR is seeking a motivated, well organised person who possesses excellent communication and written skills. Duties include: Oversee reporting and coordination function of the Governance, Coordination and Reporting section including providing a range of coordination services, the management of whole-of-directorate contributions to ACT Government plans and reports, annual report and reporting on government services coordination; manage the directorate's special projects program including coordinating, tracking and monitoring progress and expenditure for each special project; oversee and manage the SharePoint reporting registers for the directorate including the commitments register, whole of government plans register and government responses to committees register; supervise and oversee the development of the Administrative Services Officer Class 4 (ASO4); prepare high quality written briefs, reports and advice to the Justice and Community Safety (JACS) Executive as required; develop and foster effective working relationships across the Justice and Community Safety Directorate to achieve effective outcomes; maintain records in accordance with the Territory Records Act 2002.

How to Apply: Please review the current position description/selection criteria and provide a supporting statement of no more than two pages outlining practical experience and examples related to the duties and responsibilities as outlined. A current Curriculum Vitae and the name and contact details of two referees will also be required.

Note: This is a temporary position available for up to six months with the possibility of extension. Any queries in regard to the position can be forwarded to the Contact Officer.

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

ACT Corrective Services

Policy and Government

Senior Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36115)

Gazetted: 03 May 2018

Closing Date: 25 May 2018

Details: ACT Corrective Services (ACTCS) is pleased to offer an opportunity for highly motivated officers to join the Policy and Government Unit, as a Senior Policy Officer. ACT Corrective Services is a high profile area of ACT Government activity dealing with interesting and challenging issues. The Policy and Government Unit has interaction with operational areas and the Government on a daily basis. Senior Policy Officers are responsible for the provision of well researched and timely advice to the Minister, as well as ACT Corrective Services and Justice and Community Safety Executives regarding correctional practice, and other relevant issues. The successful applicant should have a good knowledge of the functions of the ACT Government and be able to write to a high standard (e.g. briefs, papers, speeches, and correspondence). The successful applicant should also possess well developed organisational skills, a demonstrated ability to turn work around quickly and be willing to work as part of a team. The Senior Policy Officer will, under general direction and minimal supervision, prepare policy advice and analyse issues relating to correctional practice in the ACT, identify emerging issues in corrections, contribute to the development of policies and procedures, and coordinate input to external requests for information in regard to litigation, from oversight bodies and applications under the *Freedom of Information Act 1989*.

Eligibility/Other Requirements: Relevant tertiary qualifications in a relevant field, e.g. Law, Criminology, Social Sciences, or working towards such a qualification, would be an advantage. The successful candidate will be required to undergo a police criminal history check.

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

Contact Officer: Jane Curnow (02) 6207 1040 jane.curnow@act.gov.au

ACT Corrective Services Canberra

Policy and Government

Indigenous Services and Cultural Diversity Senior Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 43036)

Gazetted: 03 May 2018

Closing Date: 24 May 2018

Details: The Justice and Community Safety Directorate is seeking a motivated, hard-working person to undertake a key Policy Officer position in ACT Corrective Services. The person will assist with the development of policies and programs and provide advice in addressing issues of Aboriginal and Torres Strait Islander and broader cultural diversity in the delivery of corrective services. The successful applicant will have demonstrated an understanding of the issues faced by Aboriginal and Torres Strait Islander people in the criminal justice system and have strong and accepted links with the Aboriginal and Torres Strait Islander communities in the ACT. The successful applicant must also demonstrate strong writing skills as the preparation of briefs, correspondence and policy papers is central to the position. The relative size of both the ACT Government and its Corrective Services agency means that the successful applicant will have a real influence in service delivery to Aboriginal and Torres Strait Islander clients.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field, eg: Law, Criminology, Social Sciences would be an advantage. The successful candidate will be required to undergo a criminal record check.

Note: 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.

Contact Officer: Jane Curnow (02) 6207 1040 jane.curnow@act.gov.au

Transport Canberra and City Services

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

City Services

Roads ACT

Traffic Management Safety

Permits and Approvals Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 36465)

Gazetted: 07 May 2018

Closing Date: 21 May 2018

Details: Roads ACT are seeking a competent officer to assist with administrative tasks associated with permits and approvals. The successful candidate will be well organised and can work independently with minimal supervision in a dynamic work environment. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Benjamin Hubbard (02) 6207 6616 benjamin.hubbard@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Deepu Mathew Thomas 853-54667, Section 68(1), 10 May 2018

Community Services

Youth Worker 1/2 \$60,039 - \$72,175

Cohen Bargas 858-50855, Section 68(1), 8 May 2018

Youth Worker 1 \$60,039 - \$64,616

Aaron Borrett 853-80881, Section 68(1), 7 May 2018

Youth Worker 1/2 \$60,039 - \$72,175

Robert Chandler 858-50791, Section 68(1), 8 May 2018

Youth Worker 1/2 \$60,039 - \$72,175

Ainsley Kelly 858-50804, Section 68(1), 8 May 2018

Youth Worker 1/2 \$60,039 - \$72,175

Danielle Rumsey 858-50812, Section 68(1), 8 May 2018

Youth Worker 1/2 \$60,039 - \$72,175

Nathan Whitta 858-50847, Section 68(1), 8 May 2018

Education

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

Sharon Cardone 848-99251, Section 68(1), 7 May 2018

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

Mariam Ingle 835-39131, Section 68(1), 3 May 2018

Environment, Planning and Sustainable Development

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

Christopher Flood 848-81297, Section 68(1), 3 May 2018

Health

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

Samantha Boys 853-59759, Section 68(1), 31 May 2018

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

Amanda Conway 856-74396, Section 68(1), 14 June 2018

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

Nicholas Dennett 847-02332, Section 68(1), 30 April 2018

Assistant in Nursing \$48,888 - \$50,543

Jan Evaristo 853-58967, Section 68(1), 10 May 2018

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

Bryan Faraon 845-04125, Section 68(1), 4 May 2018

Registered Nurse Level 3.2 \$114,377

Koushik Gowda 858-50257, Section 68(1), 19 April 2018

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

Rachelle Justimbaste 845-02103, Section 68(1), 30 April 2018

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

Ian Mangrobang 845-03413, Section 68(1), 2 May 2018

Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Sakshi Nanda 858-50302, Section 68(1), 3 May 2018

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

Mandy Powell 845-04184, Section 68(1), 4 May 2018

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

Tomasina Purcell 846-99559, Section 68(1), 3 May 2018

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

Ross Purdue 857-44286, Section 68(1), 4 May 2018

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

Sandra Ruzani 848-21139, Section 68(1), 17 May 2018

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

Sarah Smith 853-62990, Section 68(1), 7 May 2018

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

Fiona Steele 853-63141, Section 68(1), 14 May 2018

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

Sophie Toole 848-84703, Section 68(1), 7 May 2018

Independent Competition and Regulatory Commission

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

Walter Reinhardt 853-60864, Section 68(1), 8 May 2018

Justice and Community Safety

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

Shane Lysons-Smith 858-50281, Section 68(1), 7 May 2018

Transport Canberra and City Services

Bus Operator - Training \$66,212

Idrees Ahmad 853-81438, Section 68(1), 4 May 2018

Bus Operator - Training \$66,212

Graeme Foley 853-81286, Section 68(1), 4 May 2018

Bus Operator - Training \$66,212

Sunil Gurung 853-80830, Section 68(1), 20 April 2018

Bus Operator - Training \$66,212

Denver Rozario 853-81497, Section 68(1), 9 May 2018

Bus Operator - Training \$66,212

Mahesh Scaria 853-81542, Section 68(1), 4 May 2018

Bus Operator - Training \$66,212

Vikramjit Singh 853-81454, Section 68(1), 4 May 2018

Bus Operator - Training \$66,212

Christopher Syrek 853-81462, Section 68(1), 4 May 2018

Bus Operator - Training \$66,212

Gary Thomson 853-80822, Section 68(1), 20 April 2018

TRANSFERS

Health

Alannah Catalinac: 836-00879

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

Health

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

Health, Canberra (PN. 40148) (Gazetted 5 April 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Revenue Management

Support

Policy and Objections

Maddisson Blundell: 836-11105

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 56035) (Gazetted 6 March 2018)

Infrastructure Finance and Capital Works

Executive Support

Noel Bradfield: 821-21761

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 01394) (Gazetted 9 April 2018)

Shared Services

Information and Communications Technology

Business Application Management

Mark Rothera: 820-94898

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 02228) (Gazetted 12 September 2017)

Community Services

Children, Youth and Families

Child and Youth Protection Services

Practice

Imogen Sutherland: 844-82587

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

Community Services

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

Community Services, Canberra (PN. 00501) (Gazetted 5 June 2017)

Education

School Performance and Improvement

Student Engagement

Inclusion and Engagement

Laura De Sant'Ana: 844-84574

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

Education

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

Education, Canberra (PN. 38370) (Gazetted 3 April 2018)

School Performance and Improvement

South and Weston Network

Canberra College

Larry Proximo: 798-38091

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

Education

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

Education, Canberra (PN. 38808) (Gazetted 23 March 2018)

Health

Marcelo Aguanta: 813-18722

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

Health

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

Health, Canberra (PN. 30824) (Gazetted 15 March 2018)

Canberra Hospital and Health Services

Anna Benc: 848-84105

From: Administrative Services Officer Class 2/3 \$52,991 - \$64,616

Health

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

Health, Canberra (PN. 18172) (Gazetted 5 April 2018)

Canberra Hospital and Health Services

Sally Kirby: 846-99313

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

Health

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

Health, Canberra (PN. 24134) (Gazetted 18 January 2018)

Canberra Hospital and Health Services

Medicine

Alice Leach: 820-98725

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

Health

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

Health, Canberra (PN. 39634) (Gazetted 1 March 2018)

Canberra Hospital and Health Services

Deepthy Palamadathu: 820-97925

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

Health

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

Health, Canberra (PN. 11684) (Gazetted 20 July 2017)