



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 12 July 2018**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Speech Pathology**

##### **Speech Pathologist**

**Executive Level HP1 / HP2 \$70,197 to 84,816, Canberra (PN: Expected)**

Gazetted: 16 July 2018

Closing Date: 22 July 2018

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

Reference Number: 18769

Contact Officer: Rowena Day rowena.day@calvary-act.com.au Applications can be forwarded to:

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

#### **Speech Pathology**

##### **Senior Speech Pathologist**

**Executive Level HP3 \$87,257 to \$96,502, Canberra (PN: Expected)**

Gazetted: 16 July 2018

Closing Date: 5 August 2018

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

Reference Number: 18798

Contact Officer: Rowena Day rowena.day@calvary-act.com.au Applications can be forwarded to:

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

#### **Aged Care**

##### **Registered Nurse**

**Registered Nurse 3 G1 YR1 \$101,175, Canberra (PN: Several)**

Gazetted: 16 July 2018

Closing Date: 22 July 2018

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

Reference Number: 18800

Contact Officer: Rowena Day rowena.day@calvary-act.com.au Applications can be forwarded to:

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

#### **Obstetrics and Gynaecology**

##### **SNR Registrar**

**SNR Registrar \$138,667, Canberra (PN: Several)**

Gazetted: 16 July 2018

Closing Date: 29 July 2018

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

Reference Number: 18809

Contact Officer: Miffany Callan miffany.callan@calvary-act.com.au Applications can be forwarded to:

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

**Canberra Institute of Technology**

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

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

**Health Community and Science**

**Health Sciences**

**Office Administrator**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38116)**

Gazetted: 17 July 2018

Closing Date: 31 July 2018

Details: Canberra Institute of Technology (CIT) Health Sciences Department is seeking an enthusiastic Administrative Officer to undertake a wide range of operational and administrative tasks. We are looking for an individual who is keen to work in a highly motivated, innovative and collaborative team of professionals. The successful candidate will need to possess a similar work ethic and have excellent customer services skills to enhance customer experience. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This position is for temporary filling from 3 September 2018 for a period of two years with the possibility of extension up to but not exceeding five years in total. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, & Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

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

**Technology and Design**

**Department of Horticulture and Floristry**

**Head of Department Horticulture and Floristry**

**Manager Education Level 1 \$116,494, Canberra (PN: 51897)**

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: The College of Technology and Design is seeking a dynamic, innovative leader to fill the role of Head of Department Horticulture and Floristry within the Canberra Institute of Technology (CIT). The Head of Department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. You will need demonstrated experience in leadership, management, supporting and initiating innovation in educational projects; detailed understanding of national developments and regulatory requirements in the Vocational Education and Training (VET) sector; strong communication and teamwork skills; and ability to model all the CIT cultural traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: All managers at Manager Education – Level 1 or Manager Education – Level 2 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). Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised.

Desirable: Bachelor of Education, Management or relevant higher level qualification; minimum Certificate 3 level qualification in Horticulture or associated disciplines; demonstrated experience in managing a team; professional Industry Experience in Horticulture.

Contact Officer: Andrea Aranguiz (02) 6205 2491 [andrea.aranguiz@cit.edu.au](mailto:andrea.aranguiz@cit.edu.au)

**Student and Academic Services**

**Education Services, Program Services and Education Quality**

**Education Advisor**

**Teacher Level 2 \$100,508, Canberra (PN: 34774)**

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: Canberra Institute of Technology (CIT) Education Services is seeking an Education Advisor with extensive experience and knowledge of contemporary vocational education and training practices to support improvements at CIT. You will have the ability to lead and mentor teachers and managers in education projects promoting innovation, quality and compliance. You will apply high quality communication, presentation and influencing skills as well as the ability to model the CIT cultural traits. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/ Other Requirements: All managers at Teachers Level 2 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). Where a teacher undertakes a teaching activity, the teacher must also hold vocational qualifications equal or higher to that being taught. Relevant Vocational Education and Training (VET) industry experience is essential. Desirable: Bachelor of Education or relevant higher level qualification.

Note: This is a temporary position available until the 21 December 2018 with the possibility of extension up to five years. 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.’ Selection may be based on application and referee reports only. An order of merit may be established to fill future temporary vacancies at level over the next 12 months.

Contact Officer: Sandra Duchnaj (02) 6205 7465 sandra.duchnaj@cit.edu.au

**Chief Minister, Treasury and Economic Development**

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

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

**Access Canberra**

**Office of the Deputy Director-General**

**Executive Officer**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36223)**

Gazetted: 18 July 2018

Closing Date: 30 July 2018

Details: Are you looking for a job where you're in the thick of the action? The Executive Officer for Access Canberra reports directly to the Deputy Director-General and the Chief Operating Officer; and so must always have their ear to the ground and eyes to the horizon. You'll need to be able to pull together a complex briefing while simultaneously providing feedback on your boss's rendition of Daryl Braithwaite's Horses. Your networks will rival Facebook and you'll thrive on the thrill of the chase (chasing others on deliverables that is). You'll need to be as responsive as a Lamborghini and manage a high workload. But you'll get immense satisfaction from being involved in the strategic direction setting of Access Canberra and seeing the positive impact a Government agency can have on the community it serves. If you think you've got what it takes to keep hard working executives in line, fire in a one page pitch to outlining why you're the best person for the job.

Note: This is a temporary position available until 3 September 2018 until 30 June 2019 with the possibility of extension and/or permanency.

Contact Officer: Julie McGinness (02) 6205 5074 julie.mcginness@act.gov.au

**Shared Services**

**Shared Services ICT**

**Business Applications Management - Corporate and Shared Applications**

**Deputy Manager Corporate and Shared Applications**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 00425)**

Gazetted: 13 July 2018

Closing Date: 27 July 2018

Details: Corporate And Shared Applications is seeking expression of interest from a suitable candidate to perform the role of the Deputy Manager. The duties include: Providing support to the Manager Corporate and Shared Applications across all aspects of the section, with a focus on the management of the Shared Applications Management Team; ensuring the Shared Applications and associated support processes are maintained appropriately; managing the delivery of upgrades to key Whole of Government Shared applications; identifying and establishing new Whole of Government service offerings utilising brokerage arrangements. This opportunity will suit candidates looking to broaden their experience and who are interested in engaging in a dynamic environment with significant opportunity to influence change.

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

Selection may be based on application only.

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience against the position description along with contact details of at least two referees and a current Curriculum Vitae (CV).

Contact Officer: Dalle Wright (02) 6207 1991 dalle.wright@act.gov.au

**Shared Services**

**Finance and Payroll**

**Finance and HR Applications**

**Long Service Leave Payroll Team Leader**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 27566)**

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: Shared Services Human Resource (HR) System team is seeking for a Payroll Team Leader for the Long Service Leave Project. The Long Service Leave (LSL) Payroll Team Leader is responsible for managing a small team of subject matter experts to conduct LSL data quality improvement, oversee User Acceptance Testing, roll out LSL automation to solution users, plan and execute communication activities in consultation with Payroll and Personnel Services. Expressions of interest are invited for suitably experienced candidates with demonstrated experience and knowledge in HR system and payroll operations. 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 six months with the possibility of extension.

Contact Officer: Tran Nguyen (02) 6205 4620 tran.nguyen@act.gov.au

**Shared Services ICT**

**Business Application Management**

**CIT ICT**

**Senior Systems Administrator**

**Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 25099)**

Gazetted: 18 July 2018

Closing Date: 1 August 2018

Details: Shared Services Information and Communication Technologies (ICT) is seeking an experienced Senior System Administrator. The purpose of this position is to manage Server and Desktop support infrastructure, provide high level advice on a diverse range of information technology problems, and initiate research and direct investigations in a number of specialist activities for complex computing systems. The officer will be involved in developing, deploying, administering, supporting and maintaining various Micro Focus (Novell), Linux, Microsoft, HP and VMware systems and associated management systems, products and applications. The officer will also manage the provision of complex third level ICT technical support, advice and problem resolution for customers with first and second level support for onsite technical and service delivery staff. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive

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

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

Contact Officer: Wayne Lucas (02) 6207 3811 wayne.lucas@act.gov.au

#### **Shared Services**

##### **Technology Services**

##### **Unified Communications**

##### **Voice Technician**

##### **Information Technology Officer Class 2 \$79,919 - \$91,947, Canberra (PN: 15060)**

Gazetted: 13 July 2018

Closing Date: 27 July 2018

Details: Shared Services Information Communication Technology (ICT) is looking for an experienced Voice Technician to join the Unified Communications Team to assist with the support of projects and Business as Usual (BAU) work relating the ACT Governments VoIP Telephony System. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

#### **Treasury Commercial Services and Infrastructure**

##### **Shared Services**

##### **Finance and HR Applications Support**

##### **Long Service Leave Payroll Specialist**

##### **Administrative Services Officer Class 5/6 \$79,824 - \$91,356, Canberra (PN: 09389)**

Gazetted: 16 July 2018

Closing Date: 24 July 2018

Details: Shared Services Human Resource (HR) System team is seeking for a Long Service Leave (LSL) Payroll Specialist for the LSL Automation Project. The role is responsible for investigating and addressing a number of complex LSL data quality issues to facilitate accurate calculations of LSL, other leaves and pay records. Applications are invited for suitably experienced candidates with demonstrated experience and knowledge in LSL rules, payroll operations and payroll system (i.e. chris21). 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 six months with the possibility of extension. This position will be filled at either the Administrative Services Officer Class 5 or Administrative Services Officer Class 6 level, dependant on the skills and experience of the successful applicant.

Contact Officer: Paul Goulder (02) 6207 5945 paul.goulder@act.gov.au

#### **Corporate**

##### **Corporate Management**

##### **Governance**

##### **Risk, Business Continuity and Compliance Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18573)**

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: The Governance Team within Corporate Management is currently seeking applications from suitably experienced persons to perform in the role of Risk, Business Continuity and Compliance Officer. The role coordinates the management of the Directorate's risk, business continuity and disaster recovery activities and supports the Chief Minister, Treasury and Economic Development (CMTEDD) Audit Manager in completing compliance reviews. Additionally, the role offers the opportunity to contribute to team outputs across a diverse portfolio including internal audit; risk management; business continuity and disaster recovery; fraud prevention

and support to the Directorates Agency Security Advisor (ASA) on elements of the ACT Government Protective Security Framework and supporting Directorate security policies. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Sound knowledge of risk management standards (AS/NZS ISO 31000:2009) and demonstrated experience in undertaking operational audits and compliance checks and reviews would be beneficial. Formal qualifications in Auditing, Risk Management, and Business Continuity, Security or any other related field would be well regarded.

Note: This is a temporary position available until 17 January 2019 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. Please ensure that you address the full selection criteria.

Contact Officer: Angela Friend (02) 6207 8494 [angela.friend@act.gov.au](mailto:angela.friend@act.gov.au)

## **Shared Services**

### **Finance and HR Applications Support**

#### **HR Systems**

#### **Human Resource Systems Generalist**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36235)**

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: As Human Resource (HR) Systems' Generalist team member, you will provide support across all operational areas: The Pay, Testing and Configuration teams, performing Chris21/HR21 pay processing, administration, configuration, upgrade testing and maintaining user access. This includes ensuring that processes and practices are in the place for the effective processing of the fortnightly Whole-of-Government payroll, and being able to provide support for system changes and respond to user requests. This position reports directly to the HR Systems Team Leader. Duties: Provide support to all aspects of Payroll System administration and processing using the Chris21 HR and Payroll system, e.g. User Access changes; assist with the research, planning, development, testing and implementing of configuration changes to Chris21/HR21, based on customer requests. Provide support to the HR Systems Testing team for system upgrades and other changes such as server security patching; undertake project work impacting on HR Systems when directed by the HR Systems Team Leader; train new staff to HR Systems in the Payroll business-as-usual activities; manage information and requests received for HR Systems from the Service Now system; 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. This position does not involve direct supervision of staff. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Bruce James (02) 6205 1033 [bruce.james@act.gov.au](mailto:bruce.james@act.gov.au)

## **Infrastructure Finance and Capital Works**

### **Civil Infrastructure Branch and Commercial Infrastructure Branch**

#### **Civil Infrastructure and Commercial Infrastructure Business Units**

#### **Senior Project Support Officer to the Civil Infrastructure and Commercial Infrastructure Business Units**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 10016)**

Gazetted: 18 July 2018

Closing Date: 1 August 2018

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking to fill a permanent Administrative Services Officer 6 (ASO6) position within the Infrastructure Finance and Capital Works (IFCW). IFCW sits within Treasury and is responsible for, amongst other things, providing advice to government on major infrastructure projects, support and advice on Public Private Partnership transactions, management and delivery of the majority of ACT government funded capital works projects, infrastructure and capital works procurement on behalf of directorates and agencies and, coordination of the Work Health and Safety Active

Certification Policy for ACT government construction sites. The role of Senior Project Support Officer to the Civil Infrastructure and Commercial Infrastructure business units requires a person with: well-developed administrative, project coordination and management skills; a sound knowledge of the ACTPS Human Resource and Finance functions; a sound knowledge of Work Health and Safety processes and practices - particularly in relation to accessing government construction sites; sound knowledge of the Project Management and Reporting System (P-MARS); and the ability to evaluate and prioritise needs of training courses, conferences and seminars in accordance with approved programs for staff with a particular emphasis on Work Health and Safety on construction sites, White Card training, Asbestos training and the P-MARS system. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Sound knowledge and understanding of the P-MARS system and a sound working knowledge of the Total Records Information Management (TRIM) and WIRE correspondence tracking systems would be an advantage along with demonstrated competence with a range of computer applications, particularly the Microsoft Office suite.

Contact Officer: Darren Smith (02) 6207 7431 darren.smith@act.gov.au

### **Access Canberra**

#### **Regulatory Solutions and Compliance**

#### **Business Engagement, Education and Compliance**

#### **Inspector**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 00398)**

Gazetted: 16 July 2018

Closing Date: 23 July 2018

Details: Would you enjoy the opportunity to interact with a range of stakeholders from various regulated industries within the ACT? Are you someone who has an understanding of, or interest in, compliance and learning how Access Canberra applies the engage, educate and enforce methodology in relation to the regulation of businesses and industries within the ACT? Then please read on..... At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services. We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?" The Business Engagement, Education and Compliance Unit (BEEC) is responsible for providing information to businesses and consumers to ensure they are informed and confident when trading or making purchases and to minimise any harm to individuals or the community through the conduct of proactive compliance programs and responding to complaints or enquires from members of the public and/or regulated industries. The Unit interacts with other Teams within Access Canberra and external agencies in order to collect and share information that supports meeting stated strategic objectives and to enhance and refine current practices to ensure we are operating to a 'best practice' standard. BEEC is looking for a committed team player who is keen to learn new skills and develop knowledge in the regulatory compliance environment. Previous experience in a regulatory role is not required. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Ben McMahon (02) 6207 0535 ben.mcmahon@act.gov.au

### **Access Canberra**

#### **Licence and Registration**

#### **Transport Licensing**

#### **Client Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 02098, Several)**

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: Do you like working somewhere that is a little bit different and contributing great ideas to improve the way we work? Do you have good attention to detail? Have you got the ability to balance providing great customer



service while complying with legislation? Then we want to hear from you. The Transport Licensing section of Access Canberra is looking for exceptional people to join our team. There are several positions available in our Licence and Registration and Infringement Teams for people with a passion for providing great client service. The Licence and Registration team handles more complex counter and telephone enquiries relating to licence and registration procedures. They issue restricted licences, process bench reports from the Magistrates Court, issue Court Certificates, administer medical monitoring, process vehicle defects and Public Vehicle Driver Licence applications. The Infringement Team deals with infringement disputes, withdrawals and extensions, infringement payment plans, and traffic camera adjudication. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Please review the position description and job advertisement for details about the role. Suitability for this position will be assessed on your skills, knowledge and experience in relation to the duties/responsibilities listed in the position description. Your application 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: Rebecca Wilson (02) 6207 7155 rebecca.wilson@act.gov.au

### **Shared Services**

#### **Partnership Services**

#### **Service Centre**

#### **Shared Services Aboriginal and Torres Strait Islander Traineeship**

#### **Administrative Services Officer Class 1 \$47,088 - \$51,800, Canberra (PN: 33383, several)**

Gazetted: 13 July 2018

Closing Date: 10 July 2018

Details: Are you: customer-focused, an effective communicator, organised and self-starting, interested in problem-solving within an ICT business environment, eager to learn as you learn and gain new skills?

The Shared Services traineeship program provides successful applicants an opportunity to work with the Service Desk team while undertaking further tertiary education. Your further studies will be paid for by the organisation for the duration of your traineeship. Working as part of the Service Desk team, you will gain exposure to a broad range of Shared Services' business areas and services that we deliver on behalf of ACT Government.

Shared Services – under the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) provides strategic and transactional financial, ICT and human resource services to all ACT Government Directorates. Within Shared Services, the ICT branch manages data centres, an extensive optical-fibre voice and data network and provides strategic ICT project management and business system development and support services. The Service Desk is the first point of contact for ACT Government stakeholder enquiries and queries about services provided by Shared Services. The team is customer-focused and provides accurate and timely responses to resolve ICT issues. This will include telephone, online customer interactions and onsite support.

You will perform an important role working in a high-performing, customer-centric team delivering solutions to various ACT Government stakeholders.

To be eligible to apply for this identified position you must provide confirmation of Aboriginality.

Note: These are temporary positions available for 12 months with the possibility of extension.

How to Apply: Please submit a one page written response to support your application outlining your skills and experience, how they relate to this position and its requirements.

Contact Officer: Jacob Mimilidis (02) 6207 7508 jacob.mimilidis@act.gov.au

### **Community Services**

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

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

**Housing ACT**

**Specialist Homelessness Service Delivery**

**Senior Policy Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 00041)**

Gazetted: 16 July 2018

Closing Date: 23 July 2018

Details: Housing ACT is seeking a Senior Policy Officer within Social Housing and Homelessness Services. In this role, you will be responsible for contributing to contract management and program development for homelessness services in the ACT. Duties include administering service funding agreements with community organisations; managing organisational and departmental compliance with contractual obligations, and contributing to human services policy development. This position works individually as well as closely with other team member and the occupant should have the capacity for innovation within the workplace and be willing to think outside the box.

Note: This is a temporary position available until 9 November 2018 with the possibility of extension and/or permanency.

Contact Officer: Anna Harkin (02) 6207 2349 Anna.Harkin@act.gov.au

**Office of the Director-General**

**Organisational Governance**

**Freedom of Information Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40928, several)**

Gazetted: 16 July 2018

Closing Date: 30 July 2018

Details: The Community Services Directorate currently have several vacancies for Freedom of Information (FOI) Officers who will be responsible for the coordination and compliance of complex FOI matters and facilitating quality and timely decisions. The positions will be required to assist and take on complex special projects as directed by the Senior Manager.

Eligibility/Other Requirements: Experience with understanding and interpreting legislation and high level experience in FOI matters as well as a strong understanding of the *Freedom of Information Act*, the *Housing Assistance Act* and the *Children and Young People Act* is highly desirable.

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

Contact Officer: Tracy Chester (02) 6205 0469 tracy.chester@act.gov.au

**Office of the Director General**

**Organisational Governance**

**Ministerial Liaison Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 55632)**

Gazetted: 16 July 2018

Closing Date: 30 July 2018

Details: Organisational Governance is seeking to fill a position which will have significant contact with directorate officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines. This position is responsible for monitoring all in-coming and out-going correspondence and briefs for our Ministers, including tracking and follow up.

Eligibility/Other Requirements: Familiarity with correspondence tracking and monitoring systems is highly desirable. This position will be required to handle sensitive material such as Cabinet and Assembly documents on occasion. The successful applicant will ideally be someone who can multi-task, take responsibility for a variety of project work, work with Total Records Management System (TRIM), has good attention to detail and be able to turn work around very quickly.

Note: An order of merit may be established to fill future vacancies at level over the next 12 months. Selection may be made from application and referee reports only

Contact Officer: Sheldon Fenning (02) 6205 0457 sheldon.fenning@act.gov.au

**Children, Youth and Families**

**Child and Youth Protection Services**

**Bimberi Residential Services**

**Facilities Officer**

**General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 11448)**

Gazetted: 16 July 2018

Closing Date: 30 July 2018

Details: This position works within a dynamic team carrying out general grounds work as well as maintenance on plant and equipment within a secure juvenile detention environment. The occupant of this position may be required to be available to work at both Bimberi Youth Justice Centre and Narrabundah House Indigenous Supported Residential Facility and the duties may be slightly varied to ensure the safe custody of residents.

Eligibility/Other Requirements: Possession of current Senior First Aid Certificate; possession of a current driver's licence and trade qualifications are desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Educational, suitability and professional qualification checks may be carried out prior to employment.

Note: Applicants must be willing to undergo Psychometric Assessment as part of the recruitment process.

Contact Officer: Kerri Biddlecombe (02) 6205 9051 [kerri.biddlecombe@act.gov.au](mailto:kerri.biddlecombe@act.gov.au)

**Education**

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

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

**Business Services**

**Governance and Community Liaison**

**Governance and Legal Liaison**

**Executive Officer, Redress Scheme**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40940)**

Gazetted: 16 July 2018

Closing Date: 30 July 2018

Details: The Governance and Legal Liaison team is seeking a motivated professional with top notch organisational skills to review, analyse and provide responses to applications made under the Redress Scheme for people who have experienced institutional child sexual abuse. This is a new position and you will have the opportunity to contribute to the implementation of the Scheme. You will also be required to provide sound advice to managers and school principals on a range of administrative law, public administration, and decision-making and compliance issues. To be considered for this role applicants will need a good mix of strategic and operational skills, a willingness and capacity to find solutions, demonstrate resilience and possess strong collaboration skills. Applicants will need a high level of administrative and research skills and experience in the development and implementation of policies and procedures. The ability to apply and interpret legislation, regulations and agreements will be highly regarded.

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

Contact Officer: Camille Carroll (02) 6207 7662 [camille.carroll@act.gov.au](mailto:camille.carroll@act.gov.au)

**Environment, Planning and Sustainable Development**

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

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

**Climate Change and Sustainability**

**Energy Markets and Renewables**

**Senior Manager, Energy Markets and Renewables**

**Senior Officer Grade A \$137,415, Canberra (PN: 40964)**

Gazetted: 18 July 2018

Closing Date: 1 August 2018

Details: A great opportunity exists in the Energy Markets and Renewables team for a self-motivated and organised individual, who has a strong policy and stakeholder focus. The Senior Manager will be flexible, responsive, collaborative and self-directed. The successful candidate will be knowledgeable of the ACT's energy policies and programs, be highly motivated, have well developed oral and written communication skills and be able to handle competing priorities. The candidate will manage a team and also work independently as required to contribute to policy development, analysis, and implementation and administration tasks. This position requires demonstrated leadership, experience delivering policy, strong communication skills and provide support to the Executive and the ACT Minister for Climate Change and Sustainability as required.

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

Contact Officer: Geoffrey Rutledge (02) 6207 5001 geoffrey.rutledge@act.gov.au

**Business, Governance and Capability**

**Finance, Information and Assets**

**Strategic Finance**

**Systems Accountant**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38500)**

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: Systems, systems everywhere, but how to make them link? If this is the question that drives you, we would love to hear from you. The Strategic Finance Team within Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking applications from suitably qualified and experienced, highly motivated analytical thinkers to take up a short term Systems Accountant role. The position will be responsible for coordinating the development and implementation of financial systems to ensure transparency and alignment between the Directorate's internal and external budgets. It will also contribute to and or lead development of financial systems improvements that streamline the capture, analysis and dissemination of information relevant to financial performance, both within the Strategic Finance team and also between Strategic Finance its stakeholders more broadly.

Eligibility/Other Requirements: To be successful in this role you will have a proven track record in the delivery of financial management information systems solutions that are fit for purpose and easy to use. You will have extensive experience developing integrated solutions within MS Excel, MS Access, IBM Cognos TM1, and Oracle Government financials applications environments. You will be results driven with a highly developed capacity for analytical thinking and an unwavering commitment to excellence in customer service. Tertiary qualifications in Accounting or a related field and Chartered Accountant (CA)/Certified Practising Accountant (CPA) qualification or progress towards the same is highly desirable. Experience working with Objective or similar electronic document and record management systems would be an advantage. If you fit the bill, drop us an application.

Note: This is a temporary position available for up to 12 months with the possibility of extension or permanency. This position will be filled at either the Senior Officer Grade C or a Senior Officer Grade B, dependant on the skills and experience of the successful applicant. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Dennis Skerry (02) 6205 4889 dennis.skerry@act.gov.au

**Climate Change and Sustainability**

**Climate Change**

**Senior Policy Officer, Climate Change**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 48007)**

Gazetted: 17 July 2018

Closing Date: 31 July 2018

Details: A great opportunity exists in the Climate Change team for a self-motivated and organised individual, who has a strong policy and stakeholder focus. The Climate Change and Sustainability Division is seeking to employ a Senior Policy Officer to develop high level policy advice on climate change issues and drive the implementation of its strategy to transition to net zero emission. Demonstrated core policy skills are key to success in the role: research and analysis, written and verbal communication, stakeholder engagement and negotiation, familiarity with government processes, and a natural curiosity for problem solving. A demonstrated ability to deliver results in a dynamic and rapidly changing policy environment would be highly regarded.

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

Contact Officer: Antonio Mozqueira (02) 6205 4820 antonio.mozqueira@act.gov.au

**Business, Governance and Capability**

**Finance, Information and Assets**

**Strategic Finance**

**Management Accountant**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 03048, Several)**

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: Do you have a passion for numbers, live for deadlines, enjoy talking with people and value the delivery high quality customer service. If so, you're going to fit right in. The Strategic Finance Team within Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking applications from suitably qualified and experienced accounting professionals to fill two Management Account roles on a permanent basis. These roles are responsible for the delivery of internal budgeting and reporting activities to meet the needs of the Directorate's senior executives and line area managers. These positions are also responsible for the provision of sound accounting advice relevant to the expenditure and revenue raising activities of the Directorate and for conducting variance analyses and account reconciliations to inform decision makers of progress against agreed financial performance parameters. To be successful in these roles applicants should hold qualifications in accounting or similar professional disciplines with professional certification through either the Chartered Accountant (CA) or Certified Practising Accountant (CPA) professional associations or be able to demonstrate progress towards similar. You will possess a sound understanding of the financial management framework within which the ACT Government operates (or demonstrate a capacity to quickly acquire this knowledge), be highly organised and results driven with a demonstrated capacity for managing competing priorities within specified timeframes. Eligibility/Other Requirements: Tertiary qualifications in Accounting or a related field and CA/CPA qualification or progress towards same is highly desirable. Experience working with TM1 and the ACT Government's Oracle financial management information system is also highly desirable. Experience working with Objective or similar electronic document and record management systems would be an advantage.

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.

How to Apply: If this describes you, we'd be very interested to hear from you. Please apply by addressing the Selection Criteria and sending us your Curriculum Vitae.

Contact Officer: Dennis Skerry (02) 6205 4889 dennis.skerry@act.gov.au

**Business, Governance and Capability**

**Finance, Information and Assets**

**Strategic Finance**

**Asset Accountant**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16618)**

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: Have you ever thought, asset accounting, now there's a capital idea? Then have we got the job for you. The Strategic Finance Team within Environment, Planning and Sustainable Development Directorate (EPSDD) is seeking applications from suitably qualified and experienced accounting professionals to take up the role of Asset Accountant. This is a permanent role, responsible for the management of financial information associated with the Directorate's property, plant and equipment and biological assets, worth in excess of \$315 million. The position is also responsible for coordinating the Directorate's reporting obligations against its \$350 million capital works program. To be successful in this role you will possess a sound understanding of the financial management framework within which the ACT Government operates including the various standards relevant to assets accounting or have a demonstrated capacity for quickly acquiring this knowledge. You will be an organised self-starter with the ability to focus on the details while keeping sight of the bigger picture and have a proven track record of ensuring high quality customer service while delivering competing priorities within specified timeframes. 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.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or a related field and Chartered Accountant (CA)/Certified Practising Accountant (CPA) qualification or progress towards same is highly desirable. Experience working with TM1 and the ACT Government's Oracle financial management information system is also highly desirable. Experience working with Objective or similar electronic document and record management systems would be an advantage.

How to Apply: If this sounds like you, then let us know by addressing the Selection Criteria and sending us your Curriculum Vitae.

Contact Officer: Dennis Skerry (02) 6205 4889 dennis.skerry@act.gov.au

## **Environment**

### **Parks and Conservation Services**

#### **Parks Reserves and Rural land**

##### **Area Manager**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 04402)**

Gazetted: 18 July 2018

Closing Date: 8 August 2018

Details: The Parks and Partnerships branch provides management responsibilities for Canberra Nature Park Namadgi National Park, Murrumbidgee River Corridor, Tidbinbilla Nature Reserve, Molonglo River Park, Googong Foreshores and the Lower Cotter Catchment. The day to day management of the forestry and rural areas within the eastern part of ACT is also a responsibility of the section. The Area Manager will lead and manage the operations of a prescribed management area delivering programs and projects to time and budget. The Manager will implement natural resource management, asset protection and visitor programs and coordinate the delivery of best practice on ground services for Canberra's reserve and off reserve areas within the area of management. Specifically, the Manager will lead and motivate staff and develop and implement programs associated with workplace diversity, industrial democracy, workplace health and safety and staff development and training. They will contribute to the strategic management of the section and branch as a member of the broader Management Team, represent the Directorate and Branch and establish, develop and maintain positive relationships with key external bodies. Part of the role will also undertake incident management duties, including participation in fire standby, fire suppression and fire training. To be successful you will need to demonstrate: Highly experienced and developed skills in managing environmental programs, natural and urban parks with a demonstrated ability to manage contracts and establish and achieve program targets; demonstrated budget management skills and capacity to plan and deliver complex works programs; well-developed communication, representational and interpersonal skills, including negotiation and community liaison; proven ability to resolve conflict, lead harmonious and productive teams and to contribute strongly to the efficient functioning of the senior management team. Demonstrated commitment to the implementation of the principles of workplace diversity, participative work practices and workplace health and safety.

Note: This position is classified as a Designated Fire Position under the Enterprise Agreement. Bushfire related activities, including bushfire suppression, is a mandatory component of the position. Appointment / promotion / transfer to the position is conditional upon successful completion of a nationally recognized firefighting task-based fitness assessment.

Contact Officer: Peter Cotsell 62051226 peter.cotsell@act.gov.au

**Environment**

**Parks and Conservation Services**

**Parks Reserves and Rural land**

**Veterinary Officer (Bio Security)**

**Veterinary Officer Level 2 \$84,415 - \$112,901, Canberra (PN: 33389)**

Gazetted: 17 July 2018

Closing Date: 29 July 2018

Details: The position of Veterinary Officer (Biosecurity) works with, supports and reports to the Chief Veterinary Officer (CVO). Both positions reside in Veterinary Services which is located within the Biosecurity and Rural Services Section of the Parks and Conservation Service, Environment Division, Environment, Planning and Sustainable Development Directorate, ACT Government. As the Veterinary Officer (Biosecurity) you will work with the CVO to ensure the delivery of major animal health programmes that include disease surveillance, emergency preparedness, extension services, traceability, animal welfare and compliance. You must be able to work effectively and cooperatively in a team environment and have well developed oral and written skills.

Eligibility/Other Requirements: An appropriate tertiary degree in Veterinary Science registerable with the ACT Veterinary Surgeons Board and a manual driver's license are mandatory for this role.

Note: This is a temporary position available until 16 October 2018 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Wendy Townsend (02) 6205 3737 wendy.townsend@act.gov.au

**Climate Change and Sustainability**

**Sustainability Programs**

**Business Solar Program Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39356)**

Gazetted: 17 July 2018

Closing Date: 31 July 2018

Details: The Directorate is seeking a technical officer to fill the position of Business Solar Program Officer in the Business Unit of the Climate Change and Sustainability Division. The successful applicant will be required to provide tailored information and advice to businesses regarding rooftop solar as part of the delivery of the Actsmart Business Energy and Water program.

Eligibility/Other Requirements: Some weekend and after hours work may be required.

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

Contact Officer: Lara Lloyd (02) 6205 1093 lara.lloyd@act.gov.au

**Environment**

**Heritage**

**Conservation Officer - Advice**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32102)**

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: ACT Heritage within the Environment Division Environment, Planning and Sustainable Development Directorate (EPSDD) is looking for a suitably qualified Conservation Officer to assist ACT Heritage and the ACT Heritage Council in the provision of heritage advice on planning and development proposals for places and objects nominated and registered to the ACT Heritage Register, and for Aboriginal places and objects. The position would suit a professional with strong experience in and knowledge of heritage conservation and management principles, and their application in a statutory context. Strong project management and representation skills are required, as are excellent time management and communication skills. The successful applicant will be able to demonstrate strong teamwork skills, as well as an ability to work independently.

Eligibility/Other Requirements: Relevant experience or qualifications in Cultural Heritage Management, Heritage Architecture and/or Archaeology are highly desirable.

Note: This is a temporary position available until 22 December 2018 with the possibility of extension. Selection may be based on application and referee reports only. 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: Meaghan Russell (02) 6205 5497 meaghan.russell@act.gov.au

## **Urban Renewal**

### **Asbestos Response Taskforce**

#### **Property Management Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35116)**

Gazetted: 18 July 2018

Closing Date: 1 August 2018

Details: The Asbestos Response Taskforce, within the Urban Renewal Branch of Environment, Planning and Sustainable Development Directorate is seeking interest from suitably qualified applicants for the temporary vacancy of Property Management Officer. The Property Management Officer is responsible for overseeing all property management requirements for all assets (house/land) in the custodianship of the Asbestos Response Taskforce. Key functions include the monitoring and tracking of the performance schedule of assets utilising reporting systems, managing maintenance works (scheduled and responsive) and direct communication protocols with key stakeholders regarding property management matters.

Note: This is a temporary position available until 30 June 2020 with the possibility of extension.

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

## **Environment and Planning**

### **Climate Change and Sustainability**

#### **Climate Change**

#### **Administrative Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 30730)**

Gazetted: 13 July 2018

Closing Date: 27 July 2018

Details: The Climate Change Policy team is looking for an agile, collaborative and innovative administrative officer who is motivated to work within a fast paced environment. The successful applicant will provide administrative support to the Climate Change Policy and Carbon Neutral Government teams. Under supervision this includes undertaking a range of administrative tasks such as responding to email enquiries, processing and filing invoices and documents, collating information and data for reporting purposes, electronic file management and answering telephone calls.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension. The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.

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

## **Health**

**Selection documentation for the following positions may be downloaded from**

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

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

### **Canberra Hospital and Health Service**

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

#### **Department of Neonatology**

#### **Neonatal Specialist**

#### **Staff Specialist Band 1-5**

#### **\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 25835)**

Gazetted: 19 July 2018

Closing Date:

Overview of the work area and position: Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a



multidisciplinary team. The Neonatal Department at Canberra Hospital provides neonatal care to the ACT and surrounding regions. Canberra Hospital has more than 3500 deliveries per year and is a principal referral centre for high risk pregnancies. It is the only tertiary care neonatal unit in the region, which has a delivery population of 8000. Canberra Hospital's Centre for Newborn Care has 700 admissions per year with 14 NICU/HDU and 14 SCN beds. The Hospital has recently undergone a redevelopment, which included the build of a new, state of the art facility with the potential to increase the 28 cots to 34 cots over the next years. The department is supported by five Neonatologists, one CMO, two fellows, eight Neonatal Registrars, and 3 residents. The Department has a busy developmental follow up clinic and forms the ACT branch of the NSW Emergency Transport Service. Involvement in Neonatal teaching and research is recommended and highly encouraged by Canberra Hospital's management. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Tertiary qualifications or equivalent in Neonatology and eligibility for membership of Royal Australasian College of Physicians (SAC in Neonatology). Must hold a current Australian Drivers Licence. Desirable: Demonstrated experience in clinician performed ultrasound and long term developmental follow up. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This position is Permanent part time position available at 20 hours per week. Selection maybe based on application and referee reports only.

Contact Officer: Dr Hazel Carlisle (02) 6174 7565 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

## **Canberra Hospital and Health Services**

### **Deputy Director General Canberra Hospital and Health Services**

#### **Imaging**

#### **Radiologist**

#### **Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 31423 & 23709)**

Gazetted: 19 July 2018

Closing Date:

Overview of the work area and position: Applications are invited for the above specialist position from suitably qualified medical graduates with Fellowship of the relevant Australian Medical Specialist College (FRANZCR) or equivalent, who are eligible for medical specialist registration with the Australian Health Practitioner's Regulation Agency. It is expected that the applicants will have considerable experience and expertise in General radiology. Duties include provision of clinical services, participation in the on call roster, and teaching of undergraduate and postgraduate students. A commitment to teaching, research, clinical review and quality assurance is required. The Medical Imaging Department is a fully integrated facility including Breast Imaging services, MRI, CT, Ultrasound, Nuclear Medicine, PETCT and The Interventional Radiology section has two state of the art interventional suites with a complex and interesting workload. The Department has nineteen salaried staff specialists, 16 accredited Registrar training positions including one interventional fellow. The preferred applicant will be offered a conjoint appointment with The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position. The appointee will be responsible to the Clinical Director of Medical Imaging at the Canberra Hospital. The Interventional Radiology section has two state of the art interventional suites and a Sub-speciality area of expertise in interventional Radiology is highly desirable. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$330,441.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Radiologists / Physicians or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Mark Duggan 0488 102 518 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Medical Physics and Radiation Engineering**

#### **Senior Medical Physicist (Diagnostic Imaging)**

#### **Senior Medical Physics Specialist \$142,147 - \$166,751, Canberra (PN: 21212)**

Gazetted: 19 July 2018

Closing Date: 9 August 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: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks; e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services); Pharmacy. Overview of the work area and position: We seek a radiology medical physicist to join our team on temporary contract with the possibility of permanency subject to funding and performance. We seek a person with extensive experience who can be appointed at a senior level. This position is preferred to be filled on a full time basis, however a part time appointment can be negotiated. ACPSEM registration is a requirement for appointment, however candidates who expect to achieve registration prior to appointment can be considered. The Medical Physics and Radiation Engineering (MPRE) team is responsible for the safety and quality (accuracy and precision) of clinical / non-clinical radiological and nuclear equipment, facilities and procedures. MPRE contributes technical and scientific support to clinical and research staff enabling efficient use of resources for the diagnosis, treatment and research of disease using medical radiation. MPRE provides a small number of direct healthcare consumer services. The broad areas of MPRE services are: Radiation safety, teaching & research; brachytherapy physics; teletherapy physics; molecular and nuclear medicine physics; radiology physics; radiation engineering; and mould room manufacturing. Medical radiation equipment and facilities need to be managed by ACT Health so that it meets its legislative and standard of care requirements. Access to medical physicists and radiation engineers is essential for standards to be met and for ACT Health to maintain eligibility for Medicare reimbursement of medical radiation procedures. Under broad direction and supervision, you will play a key role in the MPRE team in providing day to day medical physics support services to users of medical radiation and related systems across ACT Health including, but not limited to, Radiation Oncology and Medical Imaging. You will perform complex work and have a high level of management responsibility.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australasian College of Medical Physicists and Engineers in Medicine (ACPSEM) on the ACPSEM Register of Qualified Medical

Physics Specialists in Radiology Medical Physics or Nuclear Medicine Physics. Postgraduate qualifications or equivalent in medical physics, tertiary qualifications or equivalent in physics, eligibility for membership of the ACPSEM, and must hold a current driver's licence. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Desirable: Hold certification from the ACPSEM, or equivalent, in one or more specialties of medical physics, preferably Radiology Medical Physics or Nuclear Medicine Physics. Hold a qualification or certification relevant to magnetic resonance imaging, preferably in a clinical environment. Hold a qualification or certification relevant to radiation safety, preferably in a hospital environment. Hold a qualification or certification relevant to laser safety, preferably for medical lasers. Experience working in medical physics in a clinical environment.

Note: This is a temporary position available for up to six months with the possibility of permanency subject to funding.

Contact Officer: Donald McLean (02) 61745623 donald.mclean@act.gov.au

**Canberra Hospital and Health Services**

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

**Office of Chief Psychiatry**

**Profession Lead for Psychology**

**Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 36510)**

Gazetted: 19 July 2018

Closing Date: 2 August 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 Chief Allied Health Office (CAHO) provides professional and strategic leadership, advice and advocacy to the ACT Government in relation to allied health related matters. Under the leadership of the Chief Allied Health Officer, this position is accountable for professional leadership, strategic planning and workforce development for their profession across ACT Health. Applicants will need to demonstrate as part of their application significant hospital and/or community health experience in the psychology professional group. Applicants will also need to demonstrate capacity to undertake the additional responsibilities of the Profession Lead role alongside their existing allied health position. The intention is that the successful applicant will retain their current operational reporting lines and responsibilities and professionally report to the Chief Allied Health Officer.

Eligibility/Other Requirements: Mandatory: Appropriate qualification in Psychology and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Relevant post-graduate qualification(s). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 10 month with possibility of extension. Selection to this position may be based on written application and referee reports only. The salary for this position is paid based on a top up from an ACT Health Health Professional Level 4 (HP4) position to an ACT Health Health Professional Level 5 (HP5) position. Prospective applicants who are not currently working in a HP4 position at ACT Health should enquire with the contact officer specifically about this and how this may apply to their individual circumstances. All prospective applicants are strongly encouraged to contact the contact officer for this position to discuss the position prior to submitting an application.

Contact Officer: Helen Matthews (02) 620 50893 helen.matthews@act.gov.au

**Canberra Hospital and Health Services**

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

**Supported Accommodation**

**Senior Project Officer, Model of Care**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40881)**

Gazetted: 19 July 2018

Closing Date: 2 August 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 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 Mental Health Services. Overview of the work area and position: The senior Project Officer will work across a number of programs within the MHJHADS Division to commission three mental health transitional/supported accommodation projects. The three service components include long term supported accommodation houses, a community Step up Step down (SUSD) facility and the refurbishment of a mental health Extended Care Unit (ECU). These purpose built facilities will be commissioned to fill an identified gap in service delivery and to improve patient flow through acute and sub-acute mental health inpatient beds. These accommodation services will cater for people experiencing severe and enduring mental health conditions and will provide people with flexible, person-centred and individualised support. The Senior Project Officer will provide overarching leadership to develop, implement and progress the Models of Care for the establishment of these community-based mental health accommodation facilities. This role will be responsible for developing the Models of Care and professional governance structures and practices in accordance with relevant policy and legislation. Eligibility/Other Requirements: Mandatory: Postgraduate qualification in a relevant allied health professional or project related role; and hold a current drivers licence. Highly Desirable: Experience in the use of project management strategies to deliver on objectives. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 12 months. Selection may be based on written application and referee reports only.

Contact Officer: Deborah Plant (02) 6207 9348 [deborah.plant@act.gov.au](mailto:deborah.plant@act.gov.au)

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Infectious Diseases**

#### **Clinical Nurse Consultant**

#### **Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22387)**

Gazetted: 19 July 2018

Closing Date: 2 August 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: Canberra Sexual Health Centre (CSHC) is based at Canberra

Hospital. We provide clinic-based care for sexual health and HIV patients as well as an innovative outreach program in non-clinical settings. We have a strong philosophy of teamwork, evidence based practice and continuing professional development, which is supported by a weekly in-service program. The Clinical Nurse Consultant is responsible for clinical nursing support, operational management and leadership within the CSHC. The successful applicant will have advanced clinical skills and experience in Sexual Health and HIV/AIDS nursing care and an understanding of governance, leading quality improvement/research and the capacity to represent the service throughout ACT and nationally.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); holds a Certificate in Sexual and Reproductive Health Nursing or equivalent. Desirable: Tertiary qualifications or equivalent in Management; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Wendy Mossman (02) 6244 2619 wendy.mossman@act.gov.au

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Rehabilitation and Specialty Mental Health**  
**Clinical Nurse Consultant**  
**Registered Nurse Level 3.2 \$114,377, Canberra (PN: 36784)**

Gazetted: 19 July 2018

Closing Date: 2 August 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. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services; Justice Health Services and Dhulwa Mental Health Unit. Overview of the work area and position: Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital. In 2018 two services within Specialty Mental Health services will move to UCH; 20 beds from Brian Hennessey Rehabilitation Centre (BHRC) to form the Adult Mental Health Rehabilitation Unit (AMHRU) and 25 day places from Adult Mental Health Day Services (AMHDS). AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. Under the broad direction of the Assistant Director of Nursing (ADON),

The Clinical Nurse Consultant (CNC) is responsible for provision of clinical leadership for the clinical operations of AMHRU and the maintenance of the education and therapeutic environment. The CNC plays a pivotal role in the implementation of direct clinical care and the coordination of clinical operations for key members of a busy multidisciplinary team. The CNC position also works collaboratively with the Operational Director and Clinical Director for the provision of evidence-based clinical interventions within standardised clinical processes, reporting against key performance indicators and promote a learning environment for the team. The CNC will be required to undertake professional development and supervision, participate in quality initiatives, contribute to the multidisciplinary team processes as well as providing leadership and supervision of Registered Nurses Level 2. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements Mandatory: Be registered (or be eligible for registration) as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post Graduate Qualifications (or equivalent) in Mental Health Nursing, or working towards. Certificate IV in Training and Assessment, or equivalent. Previous experience providing clinical leadership within a mental health rehabilitation setting, or similar. Current driver's licence. 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: Susan Jacques (02) 6205 2187 [susan.jacques@act.gov.au](mailto:susan.jacques@act.gov.au)

### **Canberra Hospital and Health Services**

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

#### **Justice Health Services**

#### **Registered Nurse**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 37504)**

Gazetted: 19 July 2018

Closing Date: 26 July 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services and Justice Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium

term residential care for people who require rehabilitation and support to transition into the community setting. The ECU is a 10 bed unit, providing a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has five beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. At this level it is expected that you will provide high level clinical leadership and guidance to the nursing workforce, as well provide clinical support to assist in the clinical nursing care, treatment and recovery of people within a therapeutic secure environment. You will provide regular input into, and form an integral part of the multidisciplinary team and apply quality improvement processes to the therapy program undertaken within both units. All team members are required to undertake professional development and supervision and participate in quality initiatives. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); a minimum of three years nursing experience within a forensic, acute or mental health setting and a sound understanding of forensic mental health. Desirable: Post Graduate Qualification in Mental Health Nursing or working towards such; nursing experience with a Co-morbidity or Alcohol and Drug Service; clinical leadership experience and a current driver's licence. 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: Tash Lutz (02) 6207 9439 tash.lutz@act.gov.au

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health Support  
Breast Screen ACT  
Radiography (RA) - Mammography**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38335, several)**

Gazetted: 19 July 2018

Closing Date: 2 August 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 (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: 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 (if applicable); Degree or Diploma in Applied Science (Medical Imaging) or Graduate Diploma in Mammography. ACT Radiation Licence (or eligible for); eligible for membership to the Australian Society of Medical Imaging and Radiation Therapy (ASMIRT). Desirable: Hold a current Certificate of Clinical Proficiency in Mammography – CCPM (or the willingness to attain). 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: There are several permanent part-time, full-time and casual positions available for immediate start and 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**

#### **Department of Respiratory and Sleep Medicine**

#### **Senior Respiratory Scientist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23650)**

Gazetted: 19 July 2018

Closing Date: 2 August 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 Respiratory Physiology Laboratory (RPL) is part of the Department of Respiratory and Sleep Medicine (DRSM) based in the Division of Medicine. The RPL provides clinical services to patients for the assessment and ongoing management of respiratory disorders. The Health Professional Level 3 (HP3) Senior Respiratory Scientist role is a direct clinical role which oversees the daily operation of the clinical service, along with the training and supervision of staff and students and the maintenance of the quality management system. In ACT Health, the respiratory science profession is part of the Clinical Measurement Science (CMS) disciplines. The other CMS disciplines are cardiac science, clinical neurophysiology, and sleep science. Scientific staff employed across CMS work under a collective vision; Clinical Measurement Science professionals deliver compassionate service through collaboration and excellence. The ACT Health Clinical Measurement Sciences Competency Framework outlines the knowledge, skills, behaviours and attributes required of all scientific staff in order to fulfil this vision, and aligns with the ACT Health values of care, excellence, collaboration and integrity. The CMS competency framework consists of five generic competency domains that allow for consistent application across all of the disciplines: Professional Conduct, Scientific Knowledge, Clinical Skills, Procedural Proficiency and Professional Development.

Eligibility/Other Requirements: Mandatory: Able to work at various sites across Canberra Hospital and in the community; Tertiary qualifications or equivalent in health science/human physiology and eligibility for membership of Australia and New Zealand Society of Respiratory Science (ANZSRS); Proficient in performing and interpreting routine and complex respiratory physiology measurement; Experience and qualifications in the training and supervision of students and new graduates to the discipline. Desirable: Qualifications in respiratory physiology and/or professional credentialing as a Certified Respiratory Function Scientist (CRFS) from the Australian and New Zealand Society of Respiratory Science (ANZSRS). Prior to commencement successful candidates will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy and comply with ACT Health credentialing requirements for allied health professionals.

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

### **Canberra Hospital and Health Services**

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

#### **Justice Health Services**

#### **Forensic Mental Health Service Clinician**



**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 16182)**

Gazetted: 19 July 2018

Closing Date: 26 July 2018

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

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; minimum of three years (ideal five years) post qualification. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; minimum of three years (ideal five years) post qualification. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); registration under the ACT *Working with Vulnerable People Act 2011*; minimum of three years (ideal five years) post qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

**Canberra Hospital and Health Services**

**Health Policy and Strategy**

**Chief Allied Health Office**

**Allied Health Workforce Development Officer**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38262)**

Gazetted: 19 July 2018

Closing Date: 26 July 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; improving access to appropriate health care; and by having robust safety and quality systems established. Overview of the work area and position: This position is based in the Chief Allied Health Office (the Office). The Office works closely with state and territory jurisdictional counterparts on strategic issues affecting the health care workforce and allied health professions and has strong partnerships with a range of internal and external stakeholders. The Office is responsible for providing professional and strategic leadership and high level advice on a broad range of allied health issues including clinical governance and professional practice,

regulation of practice, policy, workforce development, reform and innovation, continuous quality improvement and research and education. The primary responsibilities of this position will include provision of allied health support to a number of key workforce initiatives including the Allied Health Postgraduate Scholarship Scheme, Health Professional Level 3 (HP3) Upgrade Scheme, implementation of the Allied Health Credentialing and Scope of Clinical Practice procedure, as well as the coordination of Allied Health Executive meetings. The position will provide an opportunity for the successful applicant to undertake project work under supervision across a range of current allied health workforce matters.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) in an allied health profession, OR, where from a non-registered allied health profession, eligibility for membership of the appropriate professional organisation. Desirable: Experience and/or qualifications in health related research and/or evaluation. Prior to commencement successful candidates may be required to undergo a pre-employment National Police Check (NPC); comply with ACT Health allied health credentialing and scope of clinical practice requirements; and obtain a Compliance Certificate from the Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Ned Jelbart (02) 6205 3058 ned.jelbart@act.gov.au

**Canberra Hospital and Health Services**  
**Mental Health Justice Health Alcohol and Drug Services**  
**Child and Adolescent Mental Health**  
**CAMHS Mental Health Clinician**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20224)**

Gazetted: 19 July 2018

Closing Date: 2 August 2018

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) 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. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 and HP2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. This role is at the CAMHS North team and is temporary for 12 months. It is a part time position of 0.8FTE. Applicants who are found suitable at interview will be considered for future HP3 positions at either the CAMHS North or South Teams if they become available.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; Eligibility for professional membership of Occupational Therapy Australia; Minimum of 3 years (ideal 5 years) post qualification; and must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; Minimum of 3 years (ideal 5 years) post qualification; and must hold a current driver's licence. Highly desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/ or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); under the ACT *Working with*

*Vulnerable People Act 2011*; Minimum of 3 years (ideal 5 years) post qualification; and must hold a current driver's licence. Highly desirable for all disciplines: Experience in working with children and young people. Prior to commencement successful candidates will be required to 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, (OMU).

Note: This is a temporary position available for a period of 12 months. This is a part-time position working 29.4 hours per week (0.8FTE) based at CAMHS North. The full-time salary noted above will be paid pro rata. An order of merit will be established from this process and may be used to fill future identical full-time temporary vacancies in either the North or South Community Teams within a 12 month period. Selection may be based on written application and referee reports only.

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

**Deputy Director General Corporate**

**Health Infrastructure Services**

**Health Infrastructure Service Recurrent**

**Contracts and Compliance Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33905)**

Gazetted: 19 July 2018

Closing Date: 26 July 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. 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: In relation to Health Infrastructure Services, the Facilities Management Division is responsible for repairs and maintenance and asset management of ACT Health's property portfolio. This position is responsible for supporting the Health Infrastructure Services (HIS) Facilities Management contract deliverables to deliver the smooth integration and transition of maintenance services throughout ACT Health. The Contracts and Compliance Officer reports to the Asset Manager for the provision of high-level contract management for the Division.

Eligibility/Other Requirements: Highly Desirable: Business or administration qualifications, or significant relevant work experience. MS Office intermediate level experience. Experience in contract management and procurement. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: John Kilday 0415455020 john.kilday@act.gov.au

**Canberra Hospital and Health Services**

**Cancer, Ambulatory and Community Health Support Breast Screen ACT Program Support/Project Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 40137)**

**Gazetted: 19 July 2018**

**Closing Date: 02 August 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: BreastScreen

ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living 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 administrative support and assessments clinics are carried out in the Canberra city clinic. Under general direction, the Program Support/ Project Officer is responsible for managing the day to day operations and human resource management of client support staff in BreastScreen ACT. This role also includes undertaking projects to improve processes and systems to enhance the Service. The Administration team provide a key role in supporting business outcomes and meeting national requirements.

Eligibility/Other Requirements: Desirable: Management experience in the day to day operations of an administrative team; knowledge of and a good working understanding (or ability to quickly acquire) of the BreastScreen Information System. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Julie Strickland (02) 6205 5412 julie.strickland@act.gov.au

### **Canberra Hospital and Health Services**

#### **Medicine**

#### **Renal**

#### **Departmental Office Manager**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 03776)**

Gazetted: 19 July 2018

Closing Date: 2 August 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: The Renal Service provides comprehensive clinical care, including dialysis and post-transplant care for patients with kidney diseases using a multidisciplinary approach incorporating community and allied health services. Under general direction this position provides administrative support to the Renal service and its staff, including booking and scheduling patient appointments, billing of services rendered and patient record management whilst providing a high level of customer service.

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

Contact Officer: Robin Trotman (02) 6244 2063 robin.trotman@act.gov.au

### **Canberra Hospital and Health Services**

#### **Revenue Data**

#### **Strategic Finance**

#### **Patient Accounts and Debt Recovery**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 20130, several)**

Gazetted: 19 July 2018

Closing Date: 2 August 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 position will provide high-level support to the Revenue Data, Patient Billing and Debt Recovery team and be required to have a high level of skills in time management, data integrity, customer focused communication and the ability to work independently and as part of a team to resolve debt owed to the Health Directorate. The successful applicant will be required to communicate, negotiate and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors, employers, outpatient clinics and debtors. They will also be required to screen incoming phone calls and correspondence, support the revenue data team, provide debt recovery and invoicing functions and provide administration assistance as necessary. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand billing in a public health environment and have experience in the use of hospital based Information Technology (IT) system such as ACT Patient Administration System (ACTPAS).

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

Note: There are two temporary position available until November 2018.

Contact Officer: Leo De Boer (02) 6207 1589 leo.deboer@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Exercise Physiology**

#### **Exercise Physiologist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 11940, several)**

Gazetted: 19 July 2018

Closing Date: 2 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Exercise Physiology Department, within the Division of Medicine, specialises in the provision of clinical exercise prescription and education for individuals with chronic disease and/or injury. The department provides exercise programs and education to assist patients in the self-management of their condition. The department also provides support to the Cardiac Rehabilitation Program and Heart Function Rehabilitation Program. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery across clinical programs and areas. The overall functions of the Exercise Physiologist 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 and group service delivery; and applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through the department in addition to supervision support, informal and formal professional development opportunities.

Eligibility/Other Requirements: Mandatory: Exercise Science/Sports Science Degree or equivalent qualification from a recognised tertiary institution; current accreditation with Exercise and Sports Science Australia (ESSA); current drivers licence; and at least one year of full-time equivalent work experience. Desirable: Previous experience working in a clinical setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; and comply with ACT Health Occupational Assessment, Screening and Vaccination Policy (OMU).

Note: There are several positions for filling. One permanent part-time position available at 22.03 hours per week, the full-time salary noted above will be paid pro rata. One temporary full-time position available until January 2019. One temporary full-time position available until November 2018 with the possibility of extension. Selection may be based on application and referee reports only. An order of merit list may be established to fill future permanent and temporary vacancies at level over the next 12 months.

Contact Officer: Tarryn Mair (02) 6244 3616 tarryn.mair@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Medical**

**Administration Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 21352)**

Gazetted: 19 July 2018

Closing Date: 2 August 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: Under broad direction; you will be responsible for booking and scheduling client appointments, banking/cash handling, data entry and general administration tasks.

You will provide comprehensive clerical, administrative and secretarial support to the manager of Physiotherapy and the physiotherapists within the Women's Health Physiotherapy department.

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

Notes: This is a temporary part-time permanent position available at 18:38 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Robin Trotman (02) 6244 2063 robin.trotman@act.gov.au

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Pharmacy**

**Trainee Pharmacy Technician**

**Trainee Technical Officer \$50,664 - \$55,914, Canberra (PN: 21792, several)**

Gazetted: 19 July 2018

Closing Date: 2 August 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. 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 pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within CHHS. The following areas are included within this Division: Pharmacy; Biomedical Engineering; Medical Physics and Radiation Engineering; Nursing Operational Support; Clinical Records. Overview of the work area and position: 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. This is an 18 month training position to complete a Certificate III in Hospital-Health Services Pharmacy Support by a recognised training provider. The course study load requires approximately five hours per week of dedicated study time. The training position will provide 2.5 hours per week paid designated study time. The trainee technician will assist with the dispensing of prescriptions, preparation of non-aseptic compounded pharmaceuticals and participate in pharmacy inventory management, distribution and imprest services. The trainee technician is required to rotate through different functional areas of the pharmacy to perform the full range of duties and is expected to achieve validation in all areas of the duty statement as part of obtaining the Certificate III qualification. Details for potential course providers are: SWC Training: <http://www.swc.com.au/>. As a recognised traineeship with Skills Canberra the course is fully funded, other than the \$800 tuition fee, when you register with an Apprenticeship Network Provider, such as <http://sarinarusso.com>. Tuition fees will be reimbursed by the employer when the employee successfully completes the certificate with the 18 month timeframe. Completion bonuses of up to \$300.00 for eligible candidates may be applicable. For further information see: [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au). 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".

Eligibility/Other Requirements: Mandatory: Applicants are required to demonstrate enrolment in Cert III in Hospital-Health Services Pharmacy Support if successful in the recruitment process. Desirable: The Society of Hospital Pharmacists Association (SHPA) membership. 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 18 months and involves some shift work and *work across multiple CHHS sites*. Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Kate O'Hara (02) 6244 2121 [kate.o'hara@act.gov.au](mailto:kate.o'hara@act.gov.au)

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health Support**

**BreastScreen ACT**

**Designated Senior Radiographer**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28556)**

Gazetted: 19 July 2018

Closing Date: 2 August 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. 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. BreastScreen ACT encourages continuing professional development through regular training and information sessions, and financial support for conference attendance and higher learning. 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 national

screening program. The service offers free breast screening to all ACT women over 40 years with a screening target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located across the ACT. These sites are found in Canberra City, Phillip and Belconnen Health Centres, with assessment clinics performed each week at the Canberra City clinic. The Designated Senior Radiographer is responsible for the management, planning and evaluation of the imaging component of this Breast screening service. All service provisions for both mammography screening and assessment are developed in accordance with agreed outcomes that meet community needs, and the accreditation standards of the National BreastScreen program. This role also supports the Program Director by overseeing the radiographer screening and assessment operations of BreastScreen ACT.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Degree or Diploma in Applied Science (Medical Imaging); ACT Radiation Licence (or eligible for). Desirable: Hold a current Certificate of Clinical Proficiency in Mammography – CCPM (or the willingness to attain). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Yvonne Epping (02) 6205 1540 yvonne.epping@act.gov.au

### **Canberra Hospital and Health Services**

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

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

#### **Team Leader - Child and Adolescent Mental Health Services**

#### **Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 40882)**

Gazetted: 19 July 2018

Closing Date: 26 July 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) provided health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. CAMHS also provides high quality tertiary mental health care for young people aged 14-25 experiencing early psychosis and those at ultra high risk of developing psychosis. The CAMHS teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional Level 1 (HP1), HP2 HP3, Registered Nurses (RN's) and allied health assistants. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); eligibility for professional membership of Occupational Therapy Australia; and must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA); and must hold a current driver's licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; and must hold a current driver's licence. Highly desirable for all disciplines: Minimum of three



years (ideal five years) post qualification; and experience in working with children and young people. Prior to commencement successful candidates will be required to comply with ACT Health credentialing requirements for allied health professionals; comply with ACT Health Occupational Assessment, Screening and Vaccination policy and undergo a pre-employment Police check.

Contact Officer: Catherine Furner 02) 6205 1472 catherine.furner@act.gov.au

### **Justice and Community Safety**

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

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

#### **ACT Corrective Services**

##### **Corporate Services**

##### **Training and Development Unit**

##### **Trainer, Custodial Operations**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39733)**

Gazetted: 12 July 2018

Closing Date: 6 August 2018

Details: Corrective Services (ACTCS) is seeking applications from highly motivated and experienced candidates for the role of Trainer, Custodial Operations. This position reports to the Head of Training and Development and is primarily responsible for the development, delivery and assessment of operational training for ACTCS Correctional Officers and Custodial Operations. The position will also provide support to Training and Development Unit (TDU) trainers in the development and assessment of related accredited qualifications. The successful applicant will have experience in custodial operations and training, with strong motivational and interpersonal skills. They will be able to positively and professionally engage with Correctional Officers and coordinate and deliver operational training using a variety of methods including group facilitation, one on one coaching, and train the trainer sessions. In addition, the successful applicant will be required to demonstrate excellent communication skills; be able to draft training materials; accurately track progress; and record and report on results.

Eligibility/Other Requirements: Custodial experience in a correctional facility is highly; Certificate III and Certificate IV in Correctional Practice (custodial specialisations); Certificate IV in Training and Assessment are highly desirable. The successful candidate will be required to undergo a criminal record check.

How to Apply: To apply, applicants are required to submit three items: (1) ACT Government Application Cover Sheet including the names and contact details of two referees (one should be a current supervisor); (2) a statement addressing each of the selection criteria included in the position description (maximum of 300 words per criterion); (3) a current Curriculum Vitae. Please ensure you submit all items. Candidates will be required to plan for and deliver a short (10 minute) presentation on a topic of their choosing if selected to attend the interview component of the selection process.

Contact Officer: Jacqui Retford (02) 6205 1314 jacqui.retford@act.gov.au

#### **Public Trustee and Guardian**

##### **Financial Management Services Unit**

##### **Senior Financial Manager**

##### **Trust Officer Level 2 \$79,066 - \$96,063, Canberra (PN: 43732)**

Gazetted: 17 July 2018

Closing Date: 31 July 2018

Details: We are an independent Territory Authority providing professional guardianship, financial management and Trustee related services. We have a vacancy for a motivated and well organised person skilled in financial management to be appointed as a Senior Financial Manager in our Financial Management Services Unit. The Financial Management Services Unit provides a financial management service to adults in our community who have diminished ability to manage their financial affairs due to a physical, mental, psychological or intellectual condition. The responsibilities of the position include but are not limited to: the provision of complex financial management services for clients; team leadership of a small unit and direct supervision of the team members.

Eligibility/Other Requirements: An understanding of the nature of Public Trustee and Guardian (PTG's) business and the environment it operates within; awareness of PTG's statutory responsibilities; demonstration of ability and qualities necessary in order to provide a respectful and professional service within a human rights framework; sound, contemporary knowledge and/or experience of financial management principles and practices. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

How to Apply: Applicants are required to submit a statement of claims against the specified criteria and a current resume.

Contact Officer: Denise Caldwell (02) 6207 9800 [denise.caldwell@act.gov.au](mailto:denise.caldwell@act.gov.au)

## **ACT Corrective Services Canberra**

### **Corporate Services**

#### **Business Services Unit**

#### **Accounts Payable Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 35102)**

Gazetted: 12 July 2018

Closing Date: 27 July 2018

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person to fill the position of Accounts Payable Officer in the Business Services Unit. The successful applicant will be responsible for the Accounts Payable and Receivable processes of ACTCS. You will do this by managing Accounts Payable within the Accounts Payable Invoice Automation Solution (APIAS) and Accounts Receivables within stipulated deadlines. In addition, you will collate petty cash vouchers, credit card acquittal and cab charges, and undertake monthly reconciliation according to audit and compliance requirements. Further to this, you will be required to assist in the preparation and collection of accurate financial data and information for audit requirements. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: To be successful, you will have the ability to think and act in a busy environment, possess excellent customer service and communication skills and a demonstrated ability to manage personal work priorities. Experience in APIAS processing, Oracle software and TM1 is desirable. The successful candidate may be required to undergo a criminal record check.

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

Contact Officer: Don Shashika (02) 6207 1981 [don.shashika@act.gov.au](mailto:don.shashika@act.gov.au)

## **ACT Corrective Services**

### **Community Based Corrections**

#### **Rehab Programs Unit**

#### **Therapeutic Community Team Leader**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 15669)**

Gazetted: 12 July 2018

Closing Date: 9 August 2018

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and experienced person to join the Offender Services and Corrections Programs Unit as the Therapeutic Community Team Leader at the Alexander Maconochie Centre (AMC). The Therapeutic Community (TC) is a treatment facility within the AMC in which the community itself, through self-help and mutual support, is the principal means for promoting personal change. The successful applicant will manage and support staff in the delivery of programs in both the Therapeutic Community and with offender cohorts requiring specialised support within the AMC. Further to this, you will participate in the development and implementation of a range of multidimensional treatment options that offer opportunities of development for TC participants and maintain monitoring systems to enable evaluation of effectiveness of those

treatment options. In addition, the successful applicant will participate in the ongoing review and evaluation of work practices, contribute to the development of TC policies and procedures and assist in the management of budgets in accordance with performance measures. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders, in addition to demonstrating leadership and management qualities.

Eligibility/Other Requirements: Demonstrated experience in working with offenders in a therapeutic community setting would be a distinct advantage. Relevant tertiary qualifications or management experience would be an advantage. Candidates will be required to undergo a criminal history check and may have to undergo psychological assessment; have a current driver's licence and having an Intermediate First Aid Certificate would be an advantage. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current Curriculum Vitae; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of your current driver's licence. Please ensure you submit all five items.

Contact Officer: Catherine Garrington (02) 6207 0784 [Catherine.Garrington@act.gov.au](mailto:Catherine.Garrington@act.gov.au)

### **Office of the Legislative Assembly**

#### **Business Support**

#### **Information and Digital Services**

#### **Manager, Information and Digital Services**

#### **Senior Officer Grade B 118,319 - 133,197, Canberra (PN: 350)**

Gazetted: 18 July 2018

Closing Date: 1 August 2018

About the Office of the Legislative Assembly: Headed by the Clerk of the Legislative Assembly, the Office of the Legislative Assembly provides procedural and administrative advice and support to the Legislative Assembly and its committees. The Office is a statutory body independent of the Executive but operates within the ACT public sector. Office staff are employed under the *Public Sector Management Act 1994*. About the Role: Reporting to the Office's Executive Manager, Business Support, the Manager, Information and Digital Services will lead and manage a small and diverse team responsible for: information management including the exploration of digital opportunities in the Assembly's business processes; management of the Assembly's web presence on multiple internet and intranet sites; broadcasting of the Assembly's proceedings including provision of an "Assembly on demand" audio visual replay service; coordination of the Assembly's ICT arrangements through the Territory's internal ICT provider; and records and archival management systems and procedures. The Manager will also coordinate several projects using additional budget funding provided over the next two years to engage external expertise that will assist the Office to pursue the digitisation of some identified business processes and to commence a digitisation strategy for the Assembly's extensive collection of archived records. About the Successful Candidate: The successful candidate will be able to: think both operationally and strategically about information management and technology issues, opportunities, trends and best practice; communicate effectively; provide leadership and guidance to a small and diverse team; work collaboratively with internal and external stakeholders in order to develop and implement practical information management solutions. There is no expectation that the successful candidate will be familiar with every element of the Office's diverse range of information and digital services functions but the capacity to quickly acquire an appreciation of those elements that are unfamiliar - or less familiar - will be important.

Note: The ACT Government has made an offer as part of Enterprise Agreement negotiations that would increase this salary range as at June 2018 to \$121,586 - \$136,875, with further six monthly increases of 1.35% over the life of the agreement.

Contact Officer: Ian Duckworth, Executive Manager, Business Support (02) 6205 0181

[ian.duckworth@parliament.act.gov.au](mailto:ian.duckworth@parliament.act.gov.au)

Applications can be forwarded to: [OLARecruitment@parliament.act.gov.au](mailto:OLARecruitment@parliament.act.gov.au)

### Transport Canberra and City Services

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

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

#### **Chief Operating Officer Group**

##### **Communication**

##### **Communications Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35567)**

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: Transport Canberra and City Services is seeking an enthusiastic and driven Communications Officer with proven experience in the development and delivery of media and communications content. As part of a fast-paced team, this position will be required to juggle priorities and be proactive to ensure the community and key stakeholders are informed and engaged. The successful applicant will be involved in a wide range of communications activities including community engagement, media liaison and the development of social media and other communications collateral.

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

Contact Officer: Renee Gallo (02) 6207 5743 [renee.gallo@act.gov.au](mailto:renee.gallo@act.gov.au)

#### **Transport Canberra Operations**

##### **Analyst**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 33790)**

Gazetted: 17 July 2018

Closing Date: 24 July 2018

Details: This position will work under the broad direction of the Executive Director Transport Canberra Operations and will be required to exercise a reasonable amount of self-leadership and management. The Analyst is accountable for planning, co-ordinating and delivering detailed, complex, technical and sensitive projects that impact on and align with strategic or operational outcomes for Transport Canberra. In addition to that, the Analyst will manage key stakeholder relationships across the Territory, resolve issues and deliver quality outcomes consistent with the strategic direction of Transport Canberra. The particular focus for this role is the delivery of the new Bus Network and its integration with light rail when operations commence.

Note: This is a temporary position commencing as soon as possible, available until January 2019.

Contact Officer: Kristin Blume (02) 6205 1711 [kristin.blume@act.gov.au](mailto:kristin.blume@act.gov.au)

#### **Transport Canberra Operations**

##### **Analyst**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35978)**

Gazetted: 17 July 2018

Closing Date: 24 July 2018

Details: This position will work under the broad direction of a Senior Officer Grade B Analyst, Transport Canberra Commercial providing support for the planning, co-ordination and delivery of sensitive projects that impact on and align with strategic or operational outcomes for Transport Canberra. This includes: Strategic development, management and/or assistance in connection with various trials and technology analysis undertaken in the ACT public transportation network; developing and implementation of public transport ticketing and fare structure strategies; and analysis and assessment of capital and recurrent budget proposals across public transport activities; and a particular focus for this role is providing support with the redesign of the ACTION bus network and its integration with light rail with operations commence.

Note: This is a temporary position commencing as soon as possible, available until January 2019.

Contact Officer: Kristin Blume (02) 6205 1711 [kristin.blume@act.gov.au](mailto:kristin.blume@act.gov.au)

## **City Services**

### **Business Development Unit**

#### **Solution Design Lead**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36047, Several)**

Gazetted: 16 July 2018

Closing Date: 6 August 2018

Details: Are you excited by innovation challenges and delivering on good ideas? Are you passionate about making a difference to improve on-ground outcomes in our Nation's Capital and enjoy working on fascinating and complex challenges and co-designing innovative solutions? Are you a natural leader and problem-solver, with a track-record of delivering results? A role in the Business Development Unit (BDU) of City Services could be for you. The BDU is a small but powerful unit with dedicated resources to respond to complex opportunities and problems in an innovative way. Being able to work with others and deliver on outcomes in immediate, short and longer term timeframes is essential. The BDU needs two highly motivated and high performing solution design leads to manage projects and co-design and deliver solutions to complex problems in partnership with operational areas - from policy and legislative reform through to business improvement and development projects. This will often include working collaboratively with stakeholders, including facilitating community and industry engagement. Many of the challenges facing City Services are complex and require creative responses involving changes to the way we think and how we work. City Services has established the BDU to operate as a high performing multi-disciplinary team to challenge the status quo through innovative thinking to improve service delivery and customer experience, generate innovative solutions backed by evidence-based research and support operational areas with implementation, and collaborate across Government and with the community and other stakeholders to co-design solutions. The BDU will work in an innovative and user-centred way to deliver tangible and on-ground outcomes to policy, legislative and business problems and needs. Skills or experience in facilitating stakeholder and community consultation sessions, data analytics, digital transformation, behavioural insights, user-centred design, design-thinking, legislative reform, change management, social research and/or graphic design is desirable.

Note: This is one permanent position available and another temporary position available for 12 months.

Contact Officer: Lisa Johnson (02) 6205 5187 [lisa.johnson@act.gov.au](mailto:lisa.johnson@act.gov.au)

## **Finance, Legal and Sustainability**

### **Finance**

#### **Finance Business Partner**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 28758, Several)**

Gazetted: 13 July 2018

Closing Date: 31 July 2018

Details: The Finance team at the Transport Canberra and City Services (TCCS) is seeking applications from experienced candidates for the Finance Business Partner positions. These positions will provide the business units within the directorate with financial analysis, budgeting, forecasting, reporting and advice on a range of financial issues and performance. About us: TCCS plays a key role in building Canberra's environmental, social and infrastructure capital as well as administering the majority of Canberra's municipal services and public transport functions. This includes providing and managing public libraries; collecting and recycling waste; managing and maintaining the Territory's roads, footpaths and cycling paths, streetlights, parks and reserves; and delivering Canberra's public transport through ACTION buses.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting, finance or related discipline and Chartered Institute of Management Accountants (IMA), Certified Practising Accountant (CPA) or Institute of Chartered Accountants (ICA) membership is highly desirable.

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

How to Apply: Please provide your Curriculum Vitae, brief responses to the selection criteria and two referee reports.

Contact Officer: Manoj Duraibabu (02) 6205 4815 [manoj.duraibabu@act.gov.au](mailto:manoj.duraibabu@act.gov.au)

## **Suburban Land Agency**

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

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

**Board Support**

**Board Secretary**

**Writer/Content Developer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40825)**

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: Do you have a great eye for detail? Are you a great writer? Then the Suburban Land Agency (SLA) wants to hear from you! We are seeking someone with superior writing ability who can assist us deliver high quality material for the ACT Legislative Assembly, the Minister, the Agency Board (and associated Committees), and the ACT community. This key role will be responsible for preparing the SLA Strategic Plan, managing the Annual Report process and drafting formal correspondence on behalf of the Agency Executives for communication to key stakeholders and community groups (including newsletters and information sheets). The successful applicant will prepare and edit material for internal and external publications, complex briefing papers, newsletters, social media posts, website publications, media releases and correspondence to homeowners. By providing high-level review, editing and quality assurance on range of written material, prepared within the Agency and by the Environment, Planning and Sustainable Development Directorate this position will be essential in raising the profile of the Agency.

Eligibility/ Other Requirements: A degree or experience in a relevant field will be well regarded.

Note: This is a temporary position available for six months with the possibility of extension. 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. How to Apply: Applications are sought from potential candidates and should include a statement of no more than three pages outlining experience and/or ability against the Selection Criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Anthony Bailey (02) 6205 9543 [anthony.bailey@act.gov.au](mailto:anthony.bailey@act.gov.au)

## **APPOINTMENTS**

### **Canberra Institute of Technology**

**Teacher Level 1 \$70,519 - \$94,094**

Elizabeth Bailey 821-02376, Section 68(1), 11 July 2018

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

Bhavna Grover 835-65954, Section 68(1), 28 July 2018

This appointment is to a non-advertised vacancy and is made in accordance with the ACT Public Service Sector Management Standards, Section 14, and Direct Appointment of Employee – General. An appointment under this section is not appealable.

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

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

Steven Bailey 846-98169, Section 68(1), 18 July 2018

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

Casey Barton 858-53220, Section 68(1), 16 July 2018

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

Connor Davy 846-83733, Section 68(1), 16 July 2018

This appointment was to a non-advertised position under Section N22.8 of the ACT Public Sector Technical and Other Professional Enterprise Agreement 2013-2017

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

Nikki Faithfull 853-81470, Section 68(1), 16 July 2018

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

Tereza Kaskoutas 853-81307, Section 68(1), 16 July 2018

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

Tina Koutsikamanis 853-77041, Section 68(1), 16 July 2018

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

Janette O'Sullivan 848-83057, Section 68(1), 13 July 2018

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

Michael Quinn 853-71600, Section 68(1), 13 July 2018

**Senior Officer Grade A \$137,415**

Akila Samaranayake 858-54602, Section 68(1), 8 August 2018

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

Hayley Smith 853-74924, Section 68(1), 24 May 2018

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

Clare Szydlik 858-53204, Section 68(1), 16 July 2018

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

Heather Wilkins 853-62077, Section 68(1), 13 July 2018

**Community Services**

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

Elizabeth Gay 853-74174, Section 68(1), 13 July 2018

**Education**

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

Kira Graham 849-08242, Section 68(1), 18 July 2018

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

Tanya Masterman 853-80961, Section 68(1), 16 July 2018

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

Susanna Wicks 849-04399, Section 68(1), 13 July 2018

**Health**

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

Lisa Afonso 857-91920, Section 68(1), 13 July 2018

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

Thomas Antony 838-52523, Section 68(1), 5 July 2018

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

Doreen Azmothe-Kinsella 858-52586, Section 68(1), 17 July 2018

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

Varuna Banga 845-04440, Section 68(1), 12 July 2018

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

Jamie-Lee Bugden 858-54127, Section 68(1), 16 July 2018

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

Tara Campbell 848-85597, Section 68(1), 17 July 2018

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

Emma Cooper 857-93256, Section 68(1), 20 July 2018

**Senior Officer Grade A \$137,415**

Zandra Corey 858-53482, Section 68(1), 16 July 2018

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

Deborah Crome 857-44972, Section 68(1), 10 July 2018

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

Elise Daly 847-11968, Section 68(1), 12 July 2018

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

Biju George 858-53976, Section 68(1), 2 July 2018

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

Andrea Hurtis 858-53896, Section 68(1), 12 July 2018

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

Siobhan Jolly 858-54573, Section 68(1), 16 July 2018

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

Marcia Kane-Lee 847-25876, Section 68(1), 9 August 2018

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

Sandhya Lama Tamang 857-44606, Section 68(1), 19 July 2018

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

Emily Mayne 856-73166, Section 68(1), 13 July 2018

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

Craig McKay 858-53706, Section 68(1), 2 July 2018

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

Alison McLaughlan 845-02840, Section 68(1), 9 August 2018

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

Terrin Nadar 848-85343, Section 68(1), 18 July 2018

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

Regine Patriarca 853-62923, Section 68(1), 9 August 2018

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

Mizanur Rahman 858-53925, Section 68(1), 2 July 2018



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

Danielle Seymour 847-01815, Section 68(1), 20 August 2018

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

Amarnath Sharma 858-54442, Section 68(1), 16 July 2018

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

Pranavan Sothirajah 853-59206, Section 68(1), 30 June 2018

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

Tita Widya 856-74214, Section 68(1), 9 August 2018

**Dentist Level 1 - 2 \$73,210 - \$133,197**

Elise Beachley, 84711714 Section 68(1), 3 July 2018

**Justice and Community Safety**

**Government Solicitor 2 \$110,874 - \$133,039**

Kirstie Olesen 853-58713, Section 68(1), 16 July 2018

**Transport Canberra and City Services**

**Infrastructure Officer 3 \$100,694 - \$110,536**

Niklas Gansel 858-54266, Section 68(1), 16 July 2018

**Senior Officer Grade A**

S. Carman, Section 68(1), 16 July 2018

**TRANSFERS**

**Health**

**Stuart Couper: 261-63326**

From: Administrative Services Officer Class 5 \$66,656

Health

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

Health, Canberra (PN. 18526) (Gazetted 26 April 2018)

**Lauren MacLachlan: 850-41302**

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

Health

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

Health, Canberra (PN. 21988) (Gazetted 7 June 2018)

**Manoj Pullan Jose: 840-51576**

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

Health

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

Health, Canberra (PN. 37279) (Gazetted 3 May 2018)

**Justice and Community Safety**

**ACT Corrective Services**

**Policy and Government**

**Jodie Farrow: 853-29904**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43036) (Gazetted 3 May 2018)

## **PROMOTIONS**

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

#### **Shared Services Information Communication Technology**

##### **Business Application Management**

##### **Service Management**

**Karun Agarwal: 846-96817**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 40572) (Gazetted 24 May 2018)

#### **Access Canberra**

##### **Customer Coordination Services**

**Thomas Bell: 771-10187**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 36224) (Gazetted 10 April 2018)

#### **Infrastructure Finance and Capital Works**

##### **Civil Infrastructure**

**Andrew McDonald: 835-87440**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 04465) (Gazetted 17 April 2018)

#### **Infrastructure Finance and Capital Works**

##### **Civil Infrastructure**

**Thasan Muthurajah: 772-39896**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 31869) (Gazetted 17 April 2018)

#### **Infrastructure Finance and Capital Works**

##### **Civil Infrastructure**

**Pankaj Nailwal: 827-60846**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 30449) (Gazetted 17 April 2018)

**Infrastructure Finance and Capital Works**

**Civil Infrastructure**

**Thamotherampillai Sritharan: 716-08515**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 03693) (Gazetted 17 April 2018)

**Shared Services**

**Partnership Services**

**Commercial Services**

**Daniel Walshe: 816-80262**

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

Justice and Community Safety

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39215) (Gazetted 18 May 2018)

**Infrastructure Finance and Capital Works**

**Civil Infrastructure**

**Ken Yap: 827-24394**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 40937) (Gazetted 17 April 2018)

**Director of Public Prosecutions**

**Legal**

**Trent Hickey: 795-5860**

From: Prosecutor Grade 4 \$135,936 - \$145,737

Director of Public Prosecutions

To: †Prosecutor Grade 5 \$159,448 - \$169,054

Director of Public Prosecutions, Canberra (PN. 27933) (Gazetted 1 June 2018)

**Legal**

**Keegan Lee: 827-29224**

From: Prosecutor Grade 4 \$135,936 - \$145,737

Director of Public Prosecutions

To: †Prosecutor Grade 5 \$159,448 - \$169,054

Director of Public Prosecutions, Canberra (PN. 34367) (Gazetted 1 June 2018)

**Education**

**Office for Schools**

**North Gungahlin Network**

**Campbell High School**

**Caitlin Horan: 817-94307**

From: School Leader C \$117,515

Education

To: †School Leader B \$136,828

Education, Canberra (PN. 04113) (Gazetted 7 June 2018)

**School Performance and Improvement Branch**

**Belconnen Network**

**Mount Rogers Primary School**

**Elizabeth Marman: 778-96933**

From: School Leader C \$117,515

Education Directorate

To: †School Leader B \$136,828

Education, Canberra (PN. 15793) (Gazetted 11 May 2018)

**School Improvement**

**North/Gungahlin Network**

**Gunghalin College**

**Helena Williams: 844-76160**

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

Education

To: School Assistant 4 \$61,214 - \$66,285

Education, Canberra (PN. 34786) (Gazetted 4 June 2018)

**Environment, Planning and Sustainable Development**

**Environment**

**Parks and Conservation Services**

**Parks Reserves and Rural Land**

**Nathan Oliver: 848-76340**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 15656) (Gazetted 16 March 2018)

**Health**

**Canberra Hospital and Health Services**

**Critical Care**

**Timothy Aust: 847-01604**

From: Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Justice and Community Safety

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

Health, Canberra (PN. 40501) (Gazetted 19 April 2018)

**Canberra Hospital and Health Services**

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

**Susan Jacques: 834-52239**

From: Registered Midwife Level 3.2 \$114,377

Health

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

Health, Canberra (PN. 03866) (Gazetted 15 February 2018)

**Population Health**

**Health Protection Service**

**Kirsten Kennelly: 848-85052**

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

Health

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

Health, Canberra (PN. 34462) (Gazetted 18 January 2018)

**Justice and Community Safety**

**Legislation, Policy and Programs**

**Road Safety and Transport Regulation**

**Road Safety Policy**

**Frances Anne Stanford: 827-54278**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 00729) (Gazetted 12 July 2017)

**Corrective Services**

**Custodial Operations**

**AMC Administration**

**Natalie Veenstra: 817-32130**

From: Correctional Officer Class 2 \$75,888 - \$81,291

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 39536) (Gazetted 23 February 2018)