



ACT Government Gazette

Gazetted Notices for the week beginning 13 September 2018

VACANCIES

Calvary Health Care ACT (Public)

Nutrition and Dietetics

Senior Dietitian

Executive Level Health Professional Level 3 \$87,257 - \$91, 942, Canberra (PN: Expected)

Gazetted: 19 September 2018

Closing Date: 1 October 2018

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

Reference Number 20289

Contact Officer: Marie Smith marie.smith@calvary-act.com.au Applications can be forwarded to:

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

Ward

Registered Nurse

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

Gazetted: 19 September 2018

Closing Date: 27 September 2018

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

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

Reference Number 20260

Contact Officer: Rowena Fawole rowena.fawole@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

CIT Student and Academic Services

Library and Learning

Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 40327)

Gazetted: 19 September 2018

Closing Date: 26 September 2018

Details: Canberra Institute of Technology (CIT) Library and Learning Services are looking for a motivated and well organised person to fill the Administration Officer position. The successful applicant will need to possess sound knowledge and experience in providing administrative support including recruitment, procurement, travel, minute taking and asset management, and have proven skills using systems to manage records. 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: A commitment to completing work within tight time-frames to achieve team objectives and well-developed communication and problem solving skills are essential. A Certificate IV in Business Administration or equivalent is highly desirable.

Note: This position is for temporary filling for a period of 12 months with the possibility of extension. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.' This position is part-time at 25:30 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Andrea O'Neill (02) 6207 3378 andrea.oneill@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Business Applications Management

Shared Services ICT

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17672)

Gazetted: 17 September 2018

Closing Date: 10 October 2018

Details: We seek a person with experience in supporting Information and Communication Technology (ICT) systems to work in a team that provides system administration support to a number of systems used by ACT Health. Your role will be to ensure the smooth operation of the applications, to trouble shoot and resolve incidents and issues that may arise and to apply patches and changes when necessary. You will be confident communicating between technical and administrative staff and you will have good customer liaison and problem solving skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Knowledge of the ACT Health environment, including an understanding of the systems used in hospitals would be an advantage but is not essential. Knowledge of, or exposure to, change control methodologies would be an advantage.

Notes: This is a temporary position available for a period of six months with the possibility of extension. The role is part of an on-call roster and the person will need to be prepared to work outside standard business hours.

How to Apply: Please provide an application of no more than three pages that responds to the statements in the "What you will require" sections of the Position Description and please provide your resume with a focus on the skills and experience and verve you will bring to the role; the "What you will do" section of the Position Description will help you to gauge the duties.

Contact Officer: Mick. Hassan (02) 6205 0208 Mick.Hassan@act.gov.au

Infrastructure and Capital Works

Procurement Projects

Systems Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 02580)

Gazetted: 13 September 2018

Closing Date: 20 September 2018

Details: We are seeking an experienced and motivated candidate to fill a Systems Officer's role within the Procurement ACT Division. The primary duty of this position is to assist with the implementation of the PMARS project, including system testing, administration and training as well as provide strategic and operational support to the Senior Project Manager and the Project Director, Project Management and Reporting System (PMARS). The successful candidate will have excellent interpersonal and communication skills, and will be able to liaise across a range of roles and levels throughout the Government. The candidate will need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACT Public Service Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all 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.

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

How to Apply: Applicants should address the Selection Criteria (with a maximum of 300 words per criterion), provide details of two referees and a current Curriculum Vitae via email to jobs@act.gov.au

Contact officer: Richard Hutch on richard.hutch@act.gov.au or 6207 9956

Access Canberra

Workplace Protection

WorkSafe ACT

Asbestos Safety Inspector

ORS Inspector 6 \$79,824 - \$91,356, Canberra (PN: 32686)

Gazetted: 18 September 2018

Closing Date: 2 October 2018

Details: WorkSafe ACT is seeking suitably qualified or experienced regulatory officers or inspectors to join our team. The role of WorkSafe ACT is to regulate relevant legislation and to provide advice and information to duty holders and the community on work health and safety, dangerous substances, workplace privacy and other legislation administered by our office. WorkSafe ACT achieves its objectives through a combination of engagement, education and enforcement action. Under the direction of a WorkSafe Manager, the WorkCover Officer 6 (WCO6) Asbestos Safety Inspector role will undertake inspections, respond to incidents, participate in investigations, and undertake reasonable and proportionate enforcement and compliance action in accordance with relevant legislation. This will include but is not limited to the provision of high-level advice to ACT business and industry clients and stakeholders, development of operational policy, drafting of correspondence and writing reports, providing coaching and mentoring to less experienced staff and contributing to corporate planning. All staff contribute positively to achievement of corporate and Territory goals. This specific technical role has been established to work closely with the Asbestos Response Taskforce with a specific focus on the Loose Fill Insulation Eradication Scheme to ensure safety continues to be at the forefront of the scheme. This Inspector role will be required to follow robust governance processes and undertake up to four inspections per property demolition, and to report on any findings as a result of the inspections. The Inspector will also be working with the remaining residential property owners that are affected by loose-fill asbestos to ensure that homeowners, tenants and any tradespersons or visitors are aware of the work health and safety risks. The 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 until 30 June 2020. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jennifer Gray (02) 6205 3468 Jennifer.Gray@act.gov.au

Finance and Budget Division

Executive

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32513)

Gazetted: 14 September 2018

Closing Date: 24 September 2018

Details: Applications are sought for an opportunity within the Finance and Budget Division, ACT Treasury for an experienced, highly motivated person to fill the role of Executive Assistant. Duties to be undertaken with minimal direction include, but are not limited to: provide high level confidential executive support to the Executive Director, Directors and Executive Officer through management of the Executive Director's diary, administrative support and oversee the workflow of the Executive Directors office in a fast pace environment. The applicant will require good oral and written communication skills, the ability to manage sensitive and confidential issues and a demonstrated ability to liaise with senior executives, other ACT Government officials, private sector and industry stakeholders and members of the public. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this

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

Note: The applicant may be appointed at either the Administrative Service Officer Level 4 (ASO4) or Administrative Service Officer Level 5 (ASO5) level depending on experience.

How to Apply: If this exciting role sounds a fit for your skills, submit your Curriculum Vitae (CV), the names of two referees and claims against the Selection Criteria in the Position Description – limiting your response to two pages.

Contact Officer: Susan Cameron (02) 6205 2236 susan.cameron@act.gov.au

Commercial Services and Infrastructure

Procurement, Property and Venues

Venues Canberra/National

Geographic Information Systems and Data Officer

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 34672)

Gazetted: 18 September 2018

Closing Date: 10 October 2018

Details: The National Arboretum Canberra is looking for a motivated and skilled person to join the team as the Geographic Information Systems and Data Officer. The role is central to the operations of the National Arboretum Canberra and touches on service delivery through all of the functional work areas. The successful candidate will register and maintain an authoritative record of the spatial location and condition of assets at the Arboretum. Key activities will include developing systems to organise and hold data collected by researchers, contractors and operational staff and thereby support staff and contractors through the provision of information and tools to improve efficiency of record keeping and service delivery. This is an opportunity to leave a legacy in the ACT Government's landmark cultural institution. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applications should address the numbered capabilities individually and limit responses to 500 words (maximum) per criteria.

Contact Officer: Matt Parker (02) 6205 4210 matt.parker@act.gov.au

Corporate

Corporate Management

Reporting and Information

Records Management Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 37501)

Gazetted: 18 September 2018

Closing Date: 2 October 2018

Details: Corporate Division of Chief Minister, Treasury and Economic Development Directorate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Directorate. Corporate Management is currently seeking an experienced and enthusiastic records officer to join the Reporting and Information Management team. The successful candidate will have a strong knowledge of government records management principles, practices and tools; have the ability to give expert advice and guidance on recordkeeping requirements to Directorate staff; and be able to carry out effective records appraisal, sentencing and disposal. An ability to provide a high level of customer service, along with good organisational and problem solving skills, will assist in project work and the day to day running of the team.

Eligibility/Other Requirements: You will need to be able to work in a manual handling environment.

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

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

Contact Officer: Lynda Weller (02) 6205 3955 lynda.weller@act.gov.au

Access Canberra

Project Governance and Support

Finance and Budget

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 26703, several)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: Do you like numbers? Do you like analysing them? Can you do a balancing act? If you do like the above, do you also like money? Would you like to help us be accountable for public funds? Most important, you are not alone. You will work with a team that is passionate about figures. Normal ACT Public Service standards will apply to this position including strict adherence to the *Privacy Act*. 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 up to six months with possibility of extension or/or permanency. Selection may be based on application and referee reports only.

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

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, a current Curriculum Vitae and the contact details of at least two referees.

Contact Officer: Bei Hu (02) 6205 2870 bei.hu@act.gov.au

Policy and Cabinet

Cabinet, Assembly and Government Business

Chief Minister's Directorate Liaison Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 13642)

Gazetted: 17 September 2018

Closing Date: 1 October 2018

Details: The Chief Minister's Directorate Liaison Officer (DLO) is responsible for providing, through the Chief Minister's office, the liaison point between the Minister and the Directorates relevant to the Minister's portfolio. The DLO provides the Minister with a readily accessible source of knowledge, information and skills about the operations of the Directorate. The DLO coordinates communication between the Minister's office and the Directorate and enables the timely management of documents for the Minister. As Directorate Liaison Officer you will be required to facilitate and support direct communications and policy advice between the Directorate and the Chief Minister's Office, and as necessary other Directorates and Ministers' Offices. In that role you will provide specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions. 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 12 months with the possibility of extension. Prior to commencing in 2019, a series of placements within the Chief Minister's office during the last three months of 2018 will enable an induction and handover.

Contact Officer: Sara Burns (02) 6205 5347 sara.burns@act.gov.au

Shared Services

Finance and Payroll

Finance and HR Applications Support

Business Project Manager - Long Service Leave Project

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38745)

Gazetted: 13 September 2018

Closing Date: 20 September 2018

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Finance and Payroll Branch are seeking a highly skilled and experienced a Business Project Manager to support the Long Service Leave Project. This role is to support Project Manager, Long Service Leave (LSL) project in delivering a solution to automate the calculation, provision and administration of LSL entitlements for eligible ACT Government employees. The Business Project Manager will also be responsible for ensuring that the business benefits envisaged and agreed earlier are realised by implementing a quality solution on-time, within scope and within budget. The role requires high level understanding of LSL conditions in the ACT Public Service (ACTPS) and the varying Enterprise Agreements. The Business Project Manager will work collaboratively with various business units and Directorates and will require high level of technical/analytical, written and oral communication skills, particularly in relation to high level project management documentation. To be successful in this role you will have a sound knowledge and understanding of the ACT Governments Long Service Leave project objectives and deliverables, including an understanding of the LSL conditions in the ACTPS and the varying Enterprise Agreements, the ACTPS Human Resource Information Management System (HRIMS) and Chris21 environments. 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.

How to Apply: Applicants should provide a two page pitch addressing the Selection Criteria, their Curriculum Vitae and contact details of two referees.

Contact Officer: Vivien Tran (02) 6205 2522 vivien.tran@act.gov.au

Communication and Engagement

Strategic Communication

Senior Strategic Media Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41355)

Gazetted: 13 September 2018

Closing Date: 24 September 2018

Details: We are looking for a Senior Strategic Media Manager to join the Communication and Engagement Division within the Chief Minister, Treasury and Economic Development Directorate. If you are an experienced communication professional with proven strategic and tactical skills in both traditional and digital communication, and a commitment to best practice strategic communication, then we'd love to hear from you. A key part of this role is to work collaboratively with Executives, Senior Officers and Ministers' Offices to manage proactive and reactive media issues across business areas. You will also provide advice to senior management on digital and traditional media, and public affairs issues management and promotion. 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 12 months

How to Apply: If you possess strong liaison, negotiation, and representation skills, thrive in a fast-paced environment, and excel at developing and implementing high quality communication strategies, please submit your Curriculum Vitae, one page pitch and contact details of two referees. In your pitch, we're keen to hear about your greatest career achievement and why that makes you the best person for the role.

Contact Officer: Joanna Le (02) 6205 3240 joanna.le@act.gov.au

Economic Development

artsACT

Aboriginal and Torres Strait Islander Arts Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41442)

Gazetted: 19 September 2018

Closing Date: 3 October 2018

Details: Are you interested in keeping culture strong through the arts? artsACT wants to hear about how you think you could contribute. We are looking to recruit an Aboriginal and Torres Strait Islander Arts Officer within artsACT.

The Aboriginal and Torres Strait Islander Arts Officer will contribute to the development, delivery and evaluation of new targeted policy and programs for Aboriginal and Torres Strait Islander communities. These programs will be aimed at supporting artists and achieving cultural outcomes through engagement with the arts. Your role will involve working collaboratively with ACT Aboriginal and Torres Strait Islander communities to grow and maintain relationships. This role will also provide advice, assistance and connections across the ACT Government regarding Aboriginal and Torres Strait Islander arts engagement. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: artsACT is looking for a creative thinker with a passion for and understanding of the arts. The ideal candidate will have excellent interpersonal skills and experience working with Aboriginal and Torres Strait Islander communities to reach consensus. You will also have strong administrative and communications skills. This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

How to Apply: Applications should include a supporting statement of no more than two pages outlining ability, skills and experience against the Selection Criteria. Please also include details of at least two referees and a current Curriculum Vitae.

Contact Officer: Mia Ching (02) 6207 2384 mia.ching@act.gov.au

Shared Services ICT

Technology Service Branch

Service Assurance

ICT Purchasing Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13341)

Gazetted: 19 September 2018

Closing Date: 3 October 2018

Details: Service Assurance is seeking an experienced Information Communication Technology (ICT) Purchasing Manager to supervise the ICT Purchasing Team and manage the purchasing of ICT goods and services on behalf of the ACT Government and undertake complex financial reporting and monitoring of ICT purchases including procurement and disposal of assets. 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 until 25 October 2019. Selection may be based on application and referee reports only.

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

Contact Officer: Phil Kerin (02) 6207 1478 phil.kerin@act.gov.au

Shared Services

Partnership Services

Customer Engagement

Lead Web Developer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38650)

Gazetted: 13 September 2018

Closing Date: 27 September 2018

Details: We have an immediate vacancy available for a Lead Web Developer to join our team. The role is responsible for the maintenance and further development of the Shared Services Website. We are ideally looking for someone who has a strong focus on user experience and can introduce new ideas with strategic alignment. Experience with ServiceNow and experience in the development of forms and workflows is desirable. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Edmund Davis (02) 6205 3816 edmund.davis@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

Corporate

People Management Branch

Safety and Wellbeing

Senior Safety and Wellbeing Advisor

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36466)

Gazetted: 13 September 2018

Closing Date: 1 October 2018

Details: Applications are sought from suitably experienced individuals interested in a challenging and diverse role. The Senior Safety and Wellbeing Advisor provides high quality and strategic advice on complex workers' compensation and non-compensable injuries. This involves working with case managers, Directorate managers and injured workers to achieve strategic return to work outcomes. The role is also responsible for informing the continuous improvement of Community Services Directorate's (CSD's) safety management system through identification of trends based on the collection, analysis and reporting of incident, hazard and risk data, and providing general advice on work health and safety matters. You'll need to be comfortable liaising with colleagues at all levels across government to understand and deliver on their needs.

Eligibility/Other Requirements: Experience in a related field such as Case Management, Safety and Wellbeing or Workers Compensation (Government or Private) essential.

Note: This is a temporary position available as soon as possible until 31 December 2018 with possibility of extension and/or permanency.

Contact Officer: Kim Frakes (02) 6207 5613 kim.frakes@act.gov.au

Education

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

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

School Improvement

Student Engagement

Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 41394)

Gazetted: 14 September 2018

Closing Date: 28 September 2018

Details: Applications for a Health Professional Level 3 (HP3) Occupational Therapist are being sought. This is a great opportunity to work as part of a team of allied health professionals providing support to ACT Public Schools. This position will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Occupational Therapy; eligibility for membership or registration with Australian Health Practitioner Regulation Agency (AHPRA) (refer to duty statement); a current driver's licence; prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: The Education Directorate Network Student Engagement Teams (NSET) currently have a temporary part time Occupational Therapist position available three days a week for 12 months with the possibility of extension. This position is part-time at 22:03 hours per week and the full-time salary noted above will be paid pro-rata. How to Apply: If you are interested in this role please respond to the Duty Statement and Selection Criteria. Contact Officer: Rebecca Smith 62075430 rebecca.smith2@ed.act.edu.au

Office for Schools

Tuggeranong Network

Taylor Primary School

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35953)

Gazetted: 17 September 2018

Closing Date: 24 September 2018

Details: Taylor Primary School is seeking a highly motivated Business Manager who possesses exceptional customer service and communication skills with a proven ability to lead a team. Responsible for supervising and developing administrative and learning support staff. Work in partnership with the principal to ensure the needs of the school community are met and system requirements are fulfilled. They will engage as a member of the executive team and have a thorough understanding of the community context and respond promptly and effectively to staff and parent/carer requests and questions. The successful applicant will maintain the School's financial systems using the MAZE/School Administration System (SAS) package, providing financial advice to the Principal and School Board; develop policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns.

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

Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: www.worksafe.act.gov.au/health_safety.

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

Contact Officer: Belinda Fenn (02)6142 3000 belinda.fenn@ed.act.edu.au

North Gunghalin

Amaroo School

K-2 Introductory English Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 02852)

Gazetted: 13 September 2018

Closing Date: 4 October 2018

Details: Amaroo School is a P-10 school located in the North/Gungahlin network. We are seeking a teacher with experience in an Introductory English Centre. The successful applicant will be able to work in a large collaborative educational team to deliver an engaging, differentiated learning program. They will demonstrate and ability to meet the needs of students with diverse learning requirements and possess Teaching English as a Second Language (TESOL) or similar qualifications. Applicants are encouraged to visit the school website for detailed information and make contact with the Contact Officer directly.

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

Note: This is a temporary position available until 27 January 2020 or with the possibility of extension.

Contact Officer: Rebecca Turner (02) 6142 1252 rebecca.turner@ed.act.edu.au

School Performance and Improvement

Tuggeranong Network

Isabella Plains Early Childhood School

Principal- Isabella Plains Early Childhood School

School Leader A \$150,276 - \$180,443, Canberra (PN: 14750)

Gazetted: 19 September 2018

Closing Date: 3 October 2018

Details: Isabella Plains Early Childhood School is seeking a dynamic person to lead our School where every young person thrives in an engaging early childhood setting. This role encompasses embedding an inclusive school culture, including play based models for developing curiosity and positive dispositions for learning. The new principal must establish success for the future by providing equity and access for every student, embracing diversity and enhancing outcomes. The new principal will invest early in building proactive relationships with families and prioritise the value of a child's learning from early childhood education and care through to preschool and into schooling. As a leader of the school's executive you will work closely with the co-located early childhood service and other community stakeholders to develop and lead the implementation of the strategic and annual action plans. The successful applicant will use a distributive leadership model to build the capabilities and effectiveness of the leadership and teaching teams; strategically manage the human, financial and physical resources of this unique site. The new principal will be an active member of the vibrant Tuggeranong Network. Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: KateL Smith 62053313 katel.smith@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

Environment

ACT Heritage and Learning

Research and Assessment Conservation Officer

Administrative Services Officer Class 6 \$79,824-\$91356, Canberra (PN: 04297)

Gazetted: 18 September 2018

Closing Date: 1 October 2018

Details: ACT Heritage is looking for a suitability qualified and experienced Research and Assessment Conservation Officer in the assessment of nominations to the ACT Heritage Register and in providing secretariat services to the ACT Heritage Council. The ACT Heritage Register includes natural, Aboriginal and historic heritage places and objects. The position would suit a professional with experience in and knowledge of heritage assessment, conservation and management principles, and their application in a statutory context. Strong organisational and representation skills are required, as are excellent research and communication skills. The successful applicant will be able to strongly demonstrate the ability to work well within a team environment, as well as the ability to work independently.

Eligibility/Other Requirements: Skills, experience and qualifications in a heritage related field such as Cultural Heritage Management, Cultural Geography, Archaeology, Architecture, History, Planning, Law or a related field are highly desirable .

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

Contact Officer: Daisy Chaston (02) 6207 7379 daisy.chaston@act.gov.au

Land Supply and Policy

Land Release and Economics

Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41390)

Gazetted: 17 September 2018

Closing Date: 1 October 2018

Details: We are seeking a dynamic and enthusiastic person who is suitable for a land use and planning environment. The position of Policy Officer, Land Release and Economics will be responsible for providing evidence based analysis and strategic advice on land use issues. The successful applicant will need to have strong communications skills and the ability to provide technical and policy advice within challenging timeframes. The Land Release and Economics Team is responsible for the Government's land release program and setting policy across land development issues. The applicant will have the opportunity to help shape the land release program, support good land use outcomes and work across a range of land strategy issues. Interested applicants may wish to read the latest ACT Land and Property report for an indication of the type of work that may be required. This report can be found at the Government's land release website: <https://www.planning.act.gov.au/topics/land-release>.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field would be advantageous.

Note: This is a temporary position available for up to 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

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

Land Strategy and Environment

Planning, Land and Building Policy

Land and Building Policy

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 10359)

Gazetted: 17 September 2018

Closing Date: 1 October 2018

Details: Are you fantastic at supporting managers and organising a team? We are looking to fill a new position of Executive Assistant for the Land and Building Policy Section. You must be highly motivated, a strong organiser able to manage and co-ordinate all activities across the office, and provide a high level of support. In addition to supporting the senior managers and Director, you will also be responsible for co-ordinating and tracking work across the section to meet required timeframes, including the drafting of correspondence and briefs where required. This position will suit you if you have an eye for detail, and a pro-active and collaborative approach to your work.

Eligibility/Other Requirements: Previous experience as an executive assistant/officer will be highly regarded.

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

We are looking to have the successful applicant start as soon as possible. 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: Shauna Kelly (02) 6207 1266 Shauna.Kelly@act.gov.au

Business Capability and Governance

Governance, Compliance and Legal

Legal Services

Senior Manager, Legal Services

Senior Officer Grade A \$137,415, Canberra (PN: 25039)

Gazetted: 19 September 2018

Closing Date: 15 October 2018

Details: We are looking for an accomplished leader with a talent for strategic thinking and the vision to challenge the status quo to drive and enable continuous improvement across the Environment, Planning and Sustainable Development Directorate. Within the Legal Services Team, the opportunity exists to welcome a motivated

professional with skill and experience delivering legal policy advice and overseeing a wide range of legislative initiatives. Technical expertise in the provision of legal services to Government is important and must be supported by your success in motivating, engaging and mentoring a team of staff to achieve operational imperatives within a culture that supports professional development, collaboration and innovation.

Eligibility/Other Requirements: Mandatory qualification: Bachelor of Law.

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

Contact Officer: Carolyn O'Neill (02) 6207 6842 carolyn.o'neill@act.gov.au

Climate Change and Sustainability

Climate Change

Senior Manager, Climate Change

Senior Officer Grade A \$137,415, Canberra (PN: 41392)

Gazetted: 18 September 2018

Closing Date: 2 October 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 Senior Manager will be flexible, responsive, collaborative and self-directed. The successful candidate will be knowledgeable of the ACT's climate change 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: Gene McGlynn (02) 6205 4752 gene.mcglynn@act.gov.au

Climate Change and Sustainability

Energy Efficiency Improvement Scheme

Senior Manager, Energy Efficiency Improvement Scheme

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41393)

Gazetted: 18 September 2018

Closing Date: 2 October 2018

Details: A great opportunity exists in the Energy Efficiency Improvement Scheme (EEIS) team for a self-motivated and organised individual, who has a strong policy and stakeholder focus. The Manager will be flexible, responsive, collaborative and self-directed. The successful candidate will be knowledgeable in the scheme's 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 Administrator for the EEIS, 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.

Contact Officer: Gene McGlynn (02) 6205 4752 gene.mcglynn@act.gov.au

Land Strategy and Environment

Planning, Land and Building Policy

Territory Plan

Senior Planning Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17451)

Gazetted: 17 September 2018

Closing Date: 3 October 2018

Details: An opportunity exists in the Territory Plan Section for a highly motivated Senior Planning Officer. This position will be responsible for the ongoing review of development policies in the Territory Plan and management of variation processes that support critical urban development projects. The successful candidate will possess outstanding project management, conceptual, research and communications skills, plus an excellent understanding of statutory planning systems. Knowledge of the ACT Planning system and the Territory Plan is highly desirable.

Eligibility/Other Requirements: Tertiary qualifications in Urban Planning, Architecture, and Social Sciences, Geography or another related discipline or significant work experience in urban planning are highly desirable.

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

Contact Officer: Alix Kaucz (02) 6205 0864 alix.kaucz@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Clinical Support Service

Nursing Administration

Nurse Manager (Nursing and Midwifery Resource Office)

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 12050)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Clinical 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) and Pharmacy.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Experience in a healthcare facility. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

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

Contact Officer: Kendra Kemister (02) 6244 3642 kendra.kemister@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women and Babies

Assistant Director of Midwifery

Registered Midwife Level 3.2 \$114,377, Canberra (PN: 22174)

Gazetted: 20 September 2018

Closing Date: 4 October 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas providing specialised maternity care to high risk and vulnerable women and babies, along with maternity care for low risk well women and babies. The Canberra Midwifery Program is a continuity care midwifery model, run from the Birth Centre as a five bed unit on site, providing maternity care to low risk women preferring low intervention birth. The ACT Health Homebirth Trial is offered to eligible women to have planned homebirth.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Penny Maher (02) 6174 7392 penny.maher@act.gov.au

Corporate

Health Infrastructure Service

Health Infrastructure Program

Building Services Manager

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 39639)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: The Building Services Manager role reports to the Senior Manager Capital Project Delivery and will undertake activities to support the delivery of ACT Health Building Services Capital Works projects by HIS. The Building Services Officer will be responsible for managing a number of major ACT Health projects, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various ACT Health Facilities. Stakeholder management and project reporting is vital, with monthly finance and program updates

required to ensure that key projects milestones and performance indicators are met. The major projects will be complex in nature and require a professional with technical skills and experience across various infrastructure disciplines. The Building Services Manager will be responsible for ensuring business continuity is maintained throughout the project and identifying and implementing strategies to ensure this is achieved. This will require extensive stakeholder management and negotiation.

The Building Services Manager will also be responsible for identifying and managing energy efficiency strategies across the asset portfolio. This will include evaluation of project scope of work to ensure energy efficiency strategies are highlighted and addressed, as well as highlighting new projects and opportunities to implement new works to lower energy consumption, with a focus on sustainability. At times this will require the Building Services Officer to liaise and take direction from the HIS Facilities Director.

Eligibility/Other Requirements: Desirable: Must maintain tertiary qualifications in a Building related discipline or a Building Trade qualification, and/or at least five years of building related project management experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of two years with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: John Kilday (02) 6174 8033 John.Kilday@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children's

Women, Youth and Children Health Programs

Manager

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 28548)

Gazetted: 20 September 2018

Closing Date: 4 October 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. 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. Overview of the work area and position: Child Health Targeted Support Services include the Child At Risk Health Unit (CARHU), Community Paediatric and Child Health Service (CPCHS), Child Protection Training team (CPT) and Child Protection Liaison Officer (CPL). CARHU is based at the Canberra Hospital and provides specialist health services to children and young people who have been affected by abuse and/or neglect, and their families and carers. CPCHS is based at the Holder Centre and is a health service for children and adolescents requiring medical assessment, treatment or review relating to suspected or established developmental delay or disability and behavioural or emotional disturbance. The CPT team develops, provides and evaluates all mandatory child protection training for ACT Health and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies. The CPL position is a leadership role which promotes positive client outcomes through effective communication, liaison and negotiation between ACT Health and the Office for Children, Youth and Family Support in the Community Services Directorate. The Manager of the Child Health Targeted Support Services (CHTSS) position is responsible for ensuring effective operational and strategic leadership of these positions and services, including working collaboratively with other services and Directorates as required. This position provides the operational management for Child Health Targeted Support Services (CHTSS). The services in CHTSS include the Child at Risk Health Unit (CARHU), Community Paediatric and Child Health Service (CPCHS), IMPACT Program, Child Protection - Health Liaison Officer and the Child Protection Training Team. The services within CHTSS are distinguished by their provision of trauma-informed care to vulnerable children and families who have experienced complex traumas including childhood

illness, disability, child abuse and trauma. The successful applicant will have current knowledge of the relevant legislative, policy and procedural frameworks for professionals within the ACT Health Directorate. Suitable applicants are invited to apply for a challenging and exciting role as the Manager of Child Health Targeted Support Services.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in a Health Profession; eligibility for ACT Registration where applicable and/or eligibility for membership of the appropriate professional organisation required; current driver's licence. Desirable: Tertiary post graduate qualifications in Management or Health Administration and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the Working with Vulnerable People (Background Checking) Act 2011; comply with 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 12 months with the possibility of extension.

Contact Officer: Deborah Colliver (02) 6205 1197 Deborah.Colliver@act.gov.au

Population Health, Protection and Prevention

Health Improvement

Health Promotion and Grants

Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 24462)

Gazetted: 20 September 2018

Closing Date: 4 October 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: Population Health Protection and Prevention has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. Population Health Protection and Prevention is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Improvement Branch is responsible for improving the health and wellbeing of the ACT population through promoting healthy behaviours and lifestyles and providing ongoing monitoring and evaluation of health programs and policy. The Branch includes the ACT Cancer Registry, ACT Cervical Screening Program, Epidemiology, Health Improvement Projects, Health Promotion and Health Promotion Grants Program. The Health Improvement Projects Section is responsible for providing public health advice both internally and external to the Division and undertaking high-level project and policy work and responding to emerging and novel issues on behalf of the Chief Health Officer. In addition, the Section collaborates and advises on population health policy and program-level evaluations, and provides strategic policy input and technical advice to support healthy eating at the population level. Other key priority areas include chronic disease and injury prevention and reduction; organ and tissue donation; gene technology; alcohol and other drugs; and the health effects of climate change. Under broad direction, this position will support the Senior Manager to lead the Health Improvement Projects Section in undertaking high-level project and policy work, and responding to emerging and novel policy issues.

Eligibility/Other Requirements: Desirable: Relevant experience and/or tertiary qualifications in a Public Health related discipline. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Kathy Dennis (02) 6207 5700 kathy.dennis@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Program

Clinical Nurse Consultant

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 33203)

Gazetted: 20 September 2018

Closing Date: 4 October 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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 (RACC); Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: This full time consultancy role provides high level clinical leadership in the specialty of wound management to staff managing patients with complex wound care needs. The position is physically based at the Belconnen Community Health Centre.

This is an exciting opportunity to develop leadership skills, support your colleagues and expand your knowledge in the rewarding area of wound management in the community.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or Community Health settings applicable to the position. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Candidates are encouraged to contact the contact officer for more information regarding this position. Applicants should submit a curriculum vitae and address the selection criteria. Please provide the names and contact numbers for two referees (one being your current supervisor).

Contact Officer: Judith Perry (02) 6205 1285 judith.perry@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Mental Health Consultation Liaison Clinician

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 41195)

Gazetted: 20 September 2018

Closing Date: 4 October 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 provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support 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 people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services, Rehabilitation and Specialty Services, Adult Community Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services and Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services (AAMHS) provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs. The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies. All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention; a minimum of three years paid post qualifying work experience in a related/relevant organisation/service and a current driver's licence. Desirable: Tertiary qualifications in Nursing and Post graduate Mental Health Nursing qualifications are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. This position includes working weekends and public holidays shift work including morning, evening and night shift.

Contact Officer: Phillip Hoyle (02) 6205 2782 phillip.hoyle@act.gov.au

Canberra Hospital and Health Services

Office Chief Medical Officer

General Practitioner Liaison Unit Canberra Hospital

General Practitioner Liaison Officer

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 24009)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

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

University. Overview of the work area and position: The General Practitioner Liaison Unit (GPLU) at Canberra Hospital aims to enhance communication and partnerships between the hospital and General Practitioners (GPs) to facilitate a seamless health service and better patient outcomes. Unit staff act as a point of contact for general practitioners, practice staff, specialists and other health care providers to assist them to navigate the health system and provide seamless care for their patients. The unit is also a contact point for patients. The GP Liaison Officer is responsible for overall management of the GP Liaison unit in collaboration with the Medical Director of the GPLU.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse/Registered Midwife. 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. Desirable: Minimum of five years recent full-time or equivalent post registration experience. Knowledge and understanding of both general practice and the acute care sector

Note: This position may be required to participate in overtime/after hours duty in relation to organising and hosting GP Education events.

Contact Officer: Sharon Hindmarsh (02) 6244 2511 sharon.hindmarsh@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 13948)

Gazetted: 20 September 2018

Closing Date: 4 October 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Peri-Operative Unit at Canberra Hospital consists of a Day of Surgery Admissions (DOSAs) Unit, 13 Operating Theatres covering a wide range of surgical specialities, Post Anaesthetic Care Unit (PACU) and a 12 bed Extended Day Surgery Unit (EDSU) together with several out of areas procedural/invasive specialty areas. The Patient flow role facilitates the day to day patient flow throughout the Perioperative Unit in collaboration with the Perioperative Unit Management Team.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or is working towards a tertiary Management and/or Nursing qualification. Prior to commencement successful candidates will be required to Undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Kerri Reeves (02) 6244 2765 kerri.reeves@act.gov.au

Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Office of Chief Psychiatrist
Business Support Officer
Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30955)

Gazetted: 20 September 2018

Closing Date: 4 October 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The 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 (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 centers, detention centers, 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 Business Support Officer is responsible for providing financial management and human resource/recruitment related support to the Chief Psychiatrist and Director of Clinical Services. The incumbent will analyse, monitor and report on efficient and effective management of business related issues and services within the Office of the Chief Psychiatrist and provide a strong interface with key MHJHADS stakeholders. The role is also responsible for creating, implementing and managing business process improvements within the Office of the Chief Psychiatrist and Director of Clinical Services.

Eligibility/Other Requirements: Mandatory: Post graduate qualifications in Finance, Human Resource Management or related discipline. Desirable: Significant experience in organisational planning, financial management and medical recruitment and extensive analytical background within a health care system. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. This is a part-time permanent position available at 22:03 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Denise Riordan (02) 6205 2378 Denise.Riordan@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Allied Health Central Management
Discipline Principal of Psychology
Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 25829)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services, and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Office of the Director of Allied Health, MHJHADS provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Discipline Principal of Psychology position reports to the Director of Allied Health, MHJHADS. The successful candidate will monitor and maintain psychology professional standards for MHJHADS, provide strategic input on psychology specific matters, advocate on behalf of the psychology profession in general, and provide timely advice regarding workforce issues consistent with ACT Health, MHJHADS and Psychology Board of Australia policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of psychological services and will be expected to apply this knowledge both to discipline specific and broader allied health matters across MHJHADS. In addition, the successful applicant will be expected to demonstrate a well-developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand. The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the Psychology Board of Australia Code of Ethics.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for general registration with the Psychology Board of Australia. Hold an Area of Practice Endorsement in Clinical Psychology. Minimum five year's experience in psychology practice. Approved or eligible for approval as a Psychology Board of Australia Supervisor. Prior to commencement successful candidates will be required to: Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals, Comply with ACT Health occupational screening requirements related to immunisation, and undergo a pre-employment Police check.

Note: This is a permanent part-time position working 29.40 hours per week, the full-time salary noted above will be paid pro rata. Selection may be based on written application and referee report only.

Contact Officer: Sarah Miller (02) 6205 4808 sarah.miller@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Pharmacy

Oncology Pharmacy Operations Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 31393)

Gazetted: 20 September 2018

Closing Date: 4 October 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The 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 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 and 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 pharmacy department provides a range of operational and clinical services to inpatients and outpatients in a number of specialised services. Working within the oncology team, the Oncology Pharmacy Operations Manager will lead, co-ordinate and manage a team of pharmacists and technicians to deliver safe and efficient oncology services across the CCHS. 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." This position works closely with the Lead Pharmacist - Cancer, Ambulatory and Community Services. It also includes a range of pharmacy services on weekends and after hours as rostered.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible to be registered) as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA); Masters level postgraduate qualifications in Clinical Pharmacy, Compounding Pharmacy, Management, Education or Research or working towards with extensive clinical pharmacy experience deemed equivalent. Desirable: The Society of Hospital Pharmacists (SHPA) membership; membership linked to area of speciality; publication in peer review journals; project management and /or research experience; seven years' experience working in hospital pharmacy. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of 12 months with possibility of extension and will be required to work across multiply CHHS locations.

Contact Officer: Stuart Margison (02) 6244 2120 stuart.margison@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Mental Health Director of Nursing

Nursing Clinical Practice Development Coordinator Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 22810)

Gazetted: 20 September 2018

Closing Date: 04 October 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Office of the Divisional Director of Nursing (DON) provides professional leadership in the areas of nursing standards, nursing practice and practice development, policy,

procedures, guidelines, models of care development and implementation, health infrastructure projects, training and development as well as undergraduate/graduate and post-graduate nurse education and professional supervision across the mental Health Justice Health and Alcohol and Drug Services (MHJHADS) Division. The DONs Office works in close collaboration through the Divisions matrix management structure with Operational Directors and Clinical Directors to ensure that nursing standards and work practices support the delivery of safe, high quality person centred, recovery focussed nursing care in the areas of: Clinical Practice, Nursing Leadership, Partnerships and working collaboratively, Responsive and Sustainable Workforce, Education, Training and Research. Professional Standards and a Positive Work Culture. The Nursing Clinical Practice Development Coordinator plays a significant role in providing clinical nursing leadership and education across the Division. Key duties include, coordinating and delivering evidence based nursing practice and learning and development initiatives in clinical areas, maintaining appropriate records and monitoring the impact of these initiatives on nursing practice. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), demonstrated senior nursing experience with a minimum 12 months leadership/management experience, Post graduate qualifications related to the nursing work undertaken by the Mental Health, Justice Health and Alcohol and Drug Services Division and a current driver's licence. Desirable: Tertiary qualification in Health Management or a related discipline or currently working towards post graduate management qualifications. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Kevin Kidd (02) 6205 5134 kevin.m.kidd@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Director of Allied Health

Clinical Supervisor – Social Work Health
Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 38558)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Clinical Supervisor – Social Work position reports to the Discipline Principal of Social Work, MHJHADS. The successful candidate will provide clinical supervision to Social Workers and other Allied Health staff consistent with ACT Health, MHJHADS and Australian Association of Social Workers (AASW) policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of social work services and will be expected to apply this knowledge both to discipline specific and broader allied health contexts. In addition, the successful applicant will be expected to demonstrate a well-developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand. The position holder is expected to operate within the *Public Sector Management Act (1994)*; the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct. To be successful in this position, you will have a demonstrated track record of working in a multi-disciplinary team environment and supporting and contributing to a healthy workplace that embraces diversity, encourages collaborative teamwork and complies with all the applicable regulatory and legislative requirements set out for such a role.

Eligibility/Other Requirements: Mandatory: Degree in Social Work. Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW). Minimum of five years post qualification experience. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation.

Note: This is a part-time position at 11:03 hours per week. The salary noted above will be pro rata for part-time hours.

Contact Officer: Rosy Winter (02) 6205 9376 rosy.winter@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22235, several)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

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Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Three years full time post registration in Nursing. Experience and demonstrated competence (knowledge, skills and attitude) within the specialty of Neurosurgical Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Tania Lawrence (02) 6244 2631 Tania.Lawrence@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 27146)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: About us: 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. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, 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' homes. These services include: Rehabilitation and Speciality Services; 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 children and young people who are experiencing moderate to severe mental health issues. The Registered Nurse position will work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness. The role will also require the team member to undertake evening and weekend shift work, professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nursing. Registered as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertakings relating to unsatisfactory professional performance or unprofessional conduct. Must hold a current driver's licence.

Desirable: Experience in mental health. Experience working with young people. Prior to commencement successful candidates will be required to: Comply with ACT Health credentialing and scope of clinical practice requirements for registered nurses. Comply with ACT Health occupational screening requirements related to immunisation. Undergo a pre-employment Police check.

Note: The successful candidate will be required to be available for evening and weekend work on a regular basis. Be available to work within all program areas of CAMHS as service needs arise. Selection may be based on written application and referee reports only. An order of merit may be established to fill future temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Laura Dawel (02) 6205 2090 laura.dawel@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and 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: 21897)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

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acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 Health Professional Level 1 (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.

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; must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; minimum of three years (ideal five 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; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People 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 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: This is a temporary position available for a period of six 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. Selection may be based on written application and referee reports only.

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

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Occupation Therapy Services**

Occupational Therapist - Driver Assessor

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28662)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

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

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. The Senior Occupational Therapist is an important leadership role within the Occupational Therapy Services Unit and is responsible for the coordination and provision of day-to-day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes. Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants and students within the unit.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Occupational Therapy. Completion of a recognised Occupational Therapy Driver Assessor course. Registered (or eligible for registration) with the Occupational Therapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA). Current driver's licence. Highly desirable: Previous experience working in the rehabilitation and aged-care sector. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals.

Note: This position maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Jane Lawrence (02) 51240073 jane.lawrence@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

Dental Therapist/Oral Health Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 41239)

Gazetted: 20 September 2018

Closing Date: 4 October 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra

and the Australian Catholic University. Overview of the work area and position. The Dental Health Program is in the Division of Surgery and Oral Health and offers a range of public dental services to the community including: Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school; young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card and Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card. Services include: Preventative dental interventions and health promotion; Emergency dental care; Restorative and prosthetic dental care and Some orthodontic interventions for eligible clients. Services are delivered in the community as well as: Gungahlin Health Centre; Belconnen Health Centre; Civic Health Centre; Phillip Health Centre; Tuggeranong Health Centre; Alexander Maconochie Centre and Mobile Dental Clinic. The Dental Therapist/Oral Health Therapist position is a clinical role and is responsible for the provision of oral health therapy services to clients of the Dental Health Program. The position may also include participating in the Student Clinical Placement Program and various outreach programs to the Canberra Community.

Eligibility/Other Requirements: Mandatory: Unconditional registration with AHPRA as a Dental Therapist/Oral Health Therapist; holder of a licence certificate with ACT Radiation Council and a minimum of three years paid clinical experience as a qualified Dental Therapist /Oral Health Therapist. Desirable: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Kathy Zagar (02) 6205 1510 Kathy.Zagar@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Occupational Therapy Services
Driving Instructor**

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 14148)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

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the Occupational Therapist Driving Assessor and the multidisciplinary team to provide high quality driving instruction in and across designated areas.

Eligibility/Other Requirements: Mandatory: Certificate IV in Driving Instruction. Current unrestricted driver's licence. Accredited driving instructor. Highly desirable: Further training in the area of driving with a disability or the older driver. 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*. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This position(s) maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Jane Lawrence (02) 51240073 jane.lawrence@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 21635, several)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). 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: Deanne Cole (02) 6244 3987 deanne.cole@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Radiation Oncology Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 31272)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). 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 is a temporary full-time position available for a period of six months with the possibility of extension. Please note that Radiation Oncology operates Monday to Friday.

Contact Officer: Julie O'Rourke 02) 6244 3510 or 0431 887 409 julie.o'rourke@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 37315, several)

Gazetted Date: 20 September 2018

Closing Date: 04 October 2018

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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 Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers ten 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. In this position it is expected you will complete assessments, planning, implementing and care of clients. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); minimum 12 months nursing experience within a forensic, acute or mental health setting and a current driver's licence. Desirable: Co-morbidity or Alcohol and Drug Service experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Tash Lutz (02) 6207 9439 tash.lutz@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Community Mental Health Services

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 40949)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

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University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services Mental Health Services, Adult Acute Mental Health Services, Adult Community Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The Access Mental Health Team (AMHT) aims to improve the mental health and well-being of people who are residing in the Australian Capital Territory by facilitating access to high quality, integrated mental health services. The AMHT provides a centralised access process with the aim of providing an identified service entry point to undertake 24 hour triage and a thorough mental health assessment that will link people with the services that most appropriately meets their needs. This will ensure that people are able to access the right mental health service at the right time. AMHT aims to optimise recovery through the provision of an excellent community mental health care service. AMHT incorporates the guidelines and principles outlined in the Adult Community Model of Care, ensuring that the teams practice is current and is keeping pace with the changes occurring in the greater MHJHADS teams. The AMHT function is critical to identify and mitigate potentially life threatening risks for people calling the service. The successful registered nursing candidate will work under the supervision of senior clinicians to conduct phone and office based triage assessments, of persons who require mental health care. The role involves participating in a team to produce quality outcomes for the Canberra community, discussing planned care interventions in a multidisciplinary environment. This role will involve computer and phone work as well as face to face contact with persons from the community. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants).

Eligibility/Other Requirements: Mandatory: Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Desirable: Post Graduate qualifications in Mental Health Nursing, or working towards. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This work will primarily be based in the Belconnen Health Centre, however at times the location of this work may be at other settings in the community such as private residences and or health centres. There may be some driving involved in this role and the successful candidate will be expected to work on a seven day per week shift work roster.

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

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 37315, several)

Gazetted Date: 20 September 2018

Closing Date: 04 October 2018

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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 Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers ten 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. In this position it is expected you will complete assessments, planning, implementing and care of clients. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); minimum 12 months nursing experience within a forensic, acute or mental health setting and a current driver's licence. Desirable: Co-morbidity or Alcohol and Drug Service experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Tash Lutz (02) 6207 9439 tash.lutz@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Pharmacy

Rotational Pharmacist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: C08723)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

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hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering and Nursing Operational Support. Overview of the work area and position: The CHHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community" Under the broad direction of the Lead Pharmacists and Deputy Director of Pharmacy (Clinical), the Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide clinical and operational pharmacy services across CHHS which may include off site facilities. The position holder will also integrate into the CHHS Pharmacy team and will provide a range of pharmacy services on a casual basis.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) and Post-registration experience of working within the hospital pharmacy setting. Desirable: The Society of Hospital Pharmacist of Australia (SHPA) membership and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Hameda Lane (02) 6244 2203 hameda.lane@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Child and Adolescent Mental Health

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 17612)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

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

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service and must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service and must hold a current driver's licence. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011* 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 and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for a period of six months with the possibility of extension. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise; be available for weekend and on call work when necessary. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community Mental Health Services
Recovery Support Officer

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 37818)

Gazetted: 20 September 2018

Closing Date: 4 October 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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: 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: There is currently an employment opportunity for an AHA to work in Adult Community Mental Health Services (ACMHS). The program is in the final stages of implementing a new model of care (MoC) which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions. Clarify and delineate of the role and service functions to reduce duplication and

inefficiencies, reduce administrative burden on staff and promote more direct clinical contact. Provide optimal treatment for people in their homes and community as effective hospital diversion. AHAs working within ACMHS are required to, under direction of the relevant members of the clinical team, support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The successful applicant will be required to work as a member of the multidisciplinary team. The position will involve promoting the recovery journey of people experiencing mental illness by working with individuals to develop life skills, participate in education and other vocational activities, build community connections and establish meaningful relationships. The applicant will be motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development, participate in quality initiatives, and contribute to multidisciplinary team processes. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification) plus relevant experience. (An employee with a relevant Diploma or higher qualification or who has demonstrated equivalent competencies will be eligible to commence on the second pay point.

Appointment or advancement to the third pay point will only be available to an employee with a relevant Diploma or higher qualification, or who has demonstrated that they have the equivalent competencies). Current driver's licence. A minimum of 24 months experience in a related/relevant organisation/service. Please note prior to commencement successful candidates will be required to: comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; comply with ACT Health occupational screening requirements related to immunisation; undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Mathew Hunstone (02) 6205 1478 mathew.hunstone@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged Care and Community Care
RACC Administration**

Administration Service Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40883)

Gazetted: 20 September 2018

Closing Date: 4 October 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 Rehabilitation, Aged Care and Community Care (RACC) Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high quality customer service and patient care. The administrative support officer position is based at the Village Creek Centre, Kambah and provides administrative support to the Equipment Loan Service.

Eligibility/Other Requirements: Desirable: Previous experience in a health administration/office management position or certificate in Business Administration (Medical). Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 10:00 hours per week from 8:00am until 12:00pm Saturday and Sunday and two hours during the week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Lydia Thomas (02) 6174 8303 Lydia.M.Thomas@act.gov.au

**Canberra Hospital and Health Services
Chief of Clinical Operations**

Territory Wide Surgical Services

Central Wait List Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 36787)

Gazetted: 20 September 2018

Closing Date: 4 October 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 Central Waitlist Service was established in early 2015. This service is managed by the Territory Wide Surgical Services Team, who receives all RFA's for listing on the public elective surgery waiting list to ensure consistent and streamlined processing of RFA forms. The Central Waitlist Officer will primarily be responsible for adding patients to the elective surgery waiting list using established policy and procedures. In addition, the successful applicant will be required to provide administrative support to the Central Waitlist team which includes auditing of the Elective Surgery Waiting List and the removal of patients from the waitlist. Applicants should have demonstrated time management skills with the ability to liaise effectively with staff and patients in a busy team environment.

Eligibility/Other Requirements: Desirable: Experience in the use of the ACT Patient Administration System (ACTPAS) and a high level of keyboard and administrative skills in a health environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jelena Gissane (02) 6207 6188 jelena.gissane@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Operating Room

Enrolled Nurse

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 21607, several)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Extended Day Surgery Unit (EDSU) is a 14 bed unit caring for pre and post-operative DSU and EDSU patients. The DSU patients require a minimal stay of 2 hours and the EDSU patients require overnight post-operative care. The DoSA unit provides pre-operative assessment and preparation for patients presenting for surgery on the day of admission. Both units are managed and staffed as the one identity and nursing staff are expected to work in both areas.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). 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: Deanne Cole (02) 6244 3987 deanne.cole@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Clinical Records

CRIS Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 17854, several)

Gazetted: 20 September 2018

Closing Date: 27 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Under general direction, working as part of a small team, the Clinical Records Officer is responsible for processing clinical documentation into the Clinical Record Information System (CRIS) (scanning solution). This entails performing the functions of documentation preparation, scanning, indexing and processing any incoming mail. The Clinical Records Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised.

Eligibility/Other Requirements: Desirable: Previous experience working in a hospital clinical record department, medical practice or similar health environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: There are several temporary positions available for six months with the possibility of extension. This position is full-time, Monday to Friday with working hours of 7:00am to 3.21pm, 8.30am to 4.51pm or 3.00pm to 10.51pm. 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: Heather Byrne (02) 6244 3663 heather.byrne@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Breast Screen ACT

Client Support

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 22572, several)

Gazetted: 20 September 2018

Closing Date: 4 October 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 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 carried out at the Canberra city clinic. Under broad direction, you will be responsible for the administration functions related to assessment and result clinics. Provide clerical duties for the Program Manager including processing of Program and VMO invoicing, manage travel arrangements.

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

Notes: There are several roles available and the successful applicants will require the ability to work varying start/finish times between 7.30am and 6.00pm to meet the operational requirements of the centre. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Community Care Physiotherapy Allied Health Assistant

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 32767)

Gazetted: 20 September 2018

Closing Date: 4 October 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: Community Care Physiotherapy services are offered from community health centres and in patient homes across the ACT. The service offers assessment and interventions relating to musculoskeletal pain, acute soft tissue injury, post treatment fractures, dislocations and post orthopaedic surgery. A limited home visiting domiciliary service is available for patients who are physically/medically home bound. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance (Physiotherapy) or recognized equivalent and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Dominic Furphy (02) 6205 3808 Dominic.P.Furphy@act.gov.au

Canberra Hospital and Health Services

Pathology

Customer Services

Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: 25746)

Gazetted: 20 September 2018

Closing Date: 4 October 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: ACT Pathology is a department of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region with the main laboratory located at Canberra Hospital and branch laboratory located at Calvary Hospital. Customer Services is a sub section of ACT Pathology, incorporating pathology collection services and courier services. The successful applicant will be required to work on a variety of designated runs, transporting pathology reports, specimens and stores between the main and branch laboratories, doctors' surgeries and collection centres. A professional manner and strong emphasis on customer focussed service will be required.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Experience in a service related to the health industry and previous courier experience as well as experience in the health industry would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. This is a part-time permanent position available at 20:00 hours per week and the full-time salary noted above will be paid pro-rata. The successful applicant must be able to participate in weekend roster.

Contact Officer: Ellieron Sarili (02) 6244 2932 Ellieron.Sarili@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

Detainee Services

Industries Manager

Senior Officer Grade B 118,319-133,197, Canberra (PN: 43662)

Gazetted: 19 September 2018

Closing Date: 30 September 2018

Details: ACT Corrective Services (ACTCS) is looking for an experienced person to fill the new position of Industries Manager at the Alexander Maconochie Centre (AMC). The Industries Business Unit oversees detainee employment and the appointee will provide leadership and develop local business opportunities to assist detainees to reintegration into the community. The AMC Industries business unit oversees the detainee employment and associated administrative duties including work, health and safety, payroll, and liaises with the education and program staff to ensure detainees undertake the mandatory education and training pre-requisites prior to commencing employment. Currently, the Unit manages the following employment functions: Detainee Employment and Skill Development; Kitchen and Catering Operations (including the Visits Coffee shop); Grounds Development and Maintenance (including Oval and Nursery areas); Bakery Operations; Laundry Operations and Metal Fabrication. We seek candidates who align with the ACT Corrective Services Values of Respect, Integrity, Collaboration, Innovation and Dignity and who can manage and develop local business opportunities and skill development within a custodial environment. Ideally, candidates will have a business, services, trade or engineering background. The position would suit a person who can demonstrate the ability to manage start-up activities and has the ability to work collaboratively with industry to deliver program outcomes. It is envisaged that the successful candidate will have the ability to persuade and influence opinion and manage complex workplaces. The position requires the ability to give and receive feedback on performance. For further information please contact the Contact Officer.

Eligibility/Other Requirements: An understanding of financial management and budgeting principles and experience in the management and delivery of contracted services or programs is desirable.

Contact Officer: Mark Bartlett (02) 6207 8983 mark.bartlett@act.gov.au

ACT Human Rights Commission

Victim Support ACT

Policy and Legal Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36995)

Gazetted: 17 September 2018

Closing Date: 1 October 2018

Details: The ACT Victims of Crime Commissioner is seeking a highly motivated individual with excellent research and communication skills to join the Victim Support team within the ACT Human Rights Commission. Duties of the Policy and Legal Advisor include: Preparing advice for the Commissioner on issues relating to the rights and interests of victims; working with criminal justice agencies, government and non-government entities to promote victim rights; and providing secretariat support to the ACT Family Violence Intervention Program. If you want to work in a collaborative, fast-paced team where there is opportunity for initiative and innovation, this role is for you. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position, please contact the position Contact Officer.

Eligibility/Other Requirements: A tertiary qualification in law and experience working with victims of crime is highly 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

Note: This is a full-time, permanent position available as soon as possible. Selection may be based on application and referee reports only.

How to Apply: See the attached Position Description for further information regarding duties and responsibilities. Interested applicants should send a two-page pitch with your Curriculum Vitae and the contact details of at least two referees to jobs@act.gov.au. The two page 'pitch' should indicate your capacity to perform the duties and responsibilities outlined in the duty statement at an Administrative Services Officer Class 6 (ASO6) level and outline how your abilities, experience and qualifications make you the best person for this role.

Contact Officer: Carolyn Dekantios (02) 6207 9527 carolyn.dekantios@act.gov.au

Emergency Services

Fire Brigade

Operations

Firefighter

FB1 (FF 4th Class in Training) - FB5 (Senior Fire Fighter) \$69,301 - \$89,841, Canberra (PN: FB1-FB5)

Gazetted: 14 September 2018

Closing Date: 28 September 2018

ACT Fire and Rescue – Lateral Firefighter Recruitment

Details: ACT Fire and Rescue (ACTF&R) is seeking applications from full-time career firefighters who are currently serving or have served within the past twelve (12) months in a similar capacity with another urban fire service, for lateral appointment to ACTF&R. Career fire fighters work in a fire station in a crew supervised by a Station Officer. Several stations are Emergency Service Agency (ESA) shared facilities with other emergency services. ACTF&R have fire stations strategically located around the ACT to enable quick response to incidents. All successful applicants will be required to complete a period of induction training, but not a full training college. Applicants successful for lateral recruitment will be appointed as a firefighter 4th Class (FB1). Upon graduation from the lateral recruitment college applicants will progress to the rank of firefighter 3rd class (FB2) and will remain at this classification until their confirmation of appointment. Following confirmation of appointment, applicants may apply for progression up to and including the rank of Senior Fire Fighter (FB5). Applicants must be Australian citizens or have permanent residence status.

Eligibility/Other requirements: Restricted to applicants with full-time professional firefighting experience within a recognised urban fire service, current within 12 months of application.

Note: Applications close at 17:00 (5pm) on 28 September 2018.

How to Apply: Further information relating to lateral recruitment and the application process, can be found on the ACT Fire and Rescue website at www.esa.act.gov.au/actfr/careers/lateral-recruitment/

Enquiries regarding this process should be directed to the

Contact Officer: Commander, Glenn Brewer on (02) 6207 9273 or via email to glenn.brewer@act.gov.au

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

ACT Courts and Tribunal

Corporate Strategy and Services

Corporate Information and Systems

Test Analyst

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38044)

Gazetted: 13 September 2018

Closing Date: 20 September 2018

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced and qualified person to undertake the role of Test Analyst. The successful candidate will be: Responsible for developing and executing formal test plans to ensure the delivery of quality reports; involved in test planning, writing test cases/scripts, and test execution; defines and tracks quality assurance metrics such as defects, defect counts, test results and test status; collects and analyses data for software process evaluation and improvements, and integrates them into business processes to address the needs of the business; documents all problems and assists in their resolution; delivers quality process training to technical staff and acts as an internal quality consultant to advise or influence business or technical partners; performs quality audits across the various Information Technology functions to ensure quality standards, procedures and methodologies are being followed. Applicants need to be self motivated, committed to achieving outcomes, be able to build relationships and activity and effectively contribute to the project outcomes.

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

How to Apply: Applicants are required to submit a current Curriculum Vitae and a covering letter (maximum two pages) outlining relevant skills and experience in relation to the Selection Criteria.

Contact Officer: Jacinta Smith (02) 6207 1427 jacinta.smith@courts.act.gov.au

ACT Courts and Tribunal

Magistrates Court Legal

Coroners/Forensic Medicine Centre

Forensic Pathologist

Generic \$164,470 - \$202,960; \$222,205, Canberra (PN: FORPATH)

Gazetted: 18 September 2018

Closing Date: 16 October 2018

Details: Applications are sought for a full-time resident Forensic Pathologist to assume coronial autopsy and forensic pathology duties at the ACT Forensic Medicine Centre (FMC), located in Phillip ACT and to commence from January 2019.

The FMC conducts post mortem examinations of deceased persons at the direction of ACT Coroners and extends that service to NSW Coroners, subject to capacity, on request. Approximately 300 deaths per year are reported to the ACT Coroner, although not all of these cases will undergo autopsy. The ACT presently conducts 50-70 post mortem examinations per year for NSW Coroners. The FMC is a recently constructed, purpose built facility for post mortem and autopsy examinations, with disaster surge capability. It is staffed by a Mortuary Manager and a pool of Mortuary Technicians. Coronial pathology services are presently provided on an ad hoc basis by a resident anatomical pathologist and locum (non-resident) forensic pathologists on a fee for service arrangement. While acknowledging the excellent service provided by former and current pathologists to the jurisdiction, the ACT is looking to build a resident forensic pathology capability.

The role is that of a sole practitioner working within the ACT justice system; leave coverage, peer support and review and professional development will be facilitated via a partnership with an interstate forensic pathology service. While the role will include some clinical oversight of FMC staff on specific cases, the role has no specific managerial or administrative requirements. Administrative support will be provided by the ACT Courts and Tribunal, an arm of the Justice and Community Safety Directorate.

Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$164,470 - \$202,960 Senior Staff Specialist: \$222,205

Depending on qualifications and experience, the successful candidate will be employed as either a Specialist or Senior Specialist under the ACT Public Sector Medical Practitioners Enterprise Agreement within which salary and conditions will be negotiated with potential candidates. Applications from practitioners in the final stages of obtaining qualification or accreditation will be considered.

It is not proposed that the successful applicant will retain any rights of private practice and signing over those rights (in accordance with that Enterprise Agreement and on payment of the appropriate allowance) will be a requirement of appointment. Under the current (expired) Enterprise Agreement assignment of rights of private practice entitles a practitioner to a bonus of 75% of salary. ACT Enterprise Agreements are currently under negotiation and it is not possible at this stage to provide precise information as to the final salary offer.

Note: This position is being readvertised from an expression of interest process last year, previous applicants will be considered and need not reapply.

Contact Officer: Sarah Baker-Goldsmith (02) 6207 0598 sarah.baker-goldsmith@courts.act.gov.au

Office of the Legislative Assembly

Parliamentary Support

Assembly Library

Library Information Specialist

Professional Officer Class 2 \$79,825 - \$91,357, Canberra (PN: 271)

Gazetted: 14 September 2018

Closing Date: 28 September 2018

Details: The Office of the Legislative Assembly (OLA) is seeking an experienced person to fill a six month temporary PO2 vacancy and will possibly have a temporary vacancy at the PO1 level. The purpose of the Assembly Library is to support the business of ACT Legislative Assembly by the provision of high quality library, information, research and knowledge services to members of Assembly, staff, other parliamentary agencies and the ACT public service. The Library Information Specialist role is to provide research support and knowledge services to the Assembly ACT Government and proactively research issues under consideration by the Assembly and ACT Government as well as

provide training to members and their staff, OLA staff and ACT PS employees. The Library and Information Officer role is to manage the library intranet and undertake a wide variety of indexing and collection management tasks under the direction of the Assembly Librarian, to respond to reference queries and to ensure that both print and digital Library materials are easily accessible to clients, including other Library staff and those working in the Assembly.

Eligibility/Other Requirements: Eligibility for professional membership of the Australian Library and Information Association (ALIA) or recognised professional qualifications in library and information studies or a related discipline.

Note: This vacancy is available for six months with the possibility of extension.

Please indicate if you are applying for both positions or one.

Contact Officer: Jan Bordoni (02) 6205 0395 jan.bordoni@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Business Support

Security and Building Services

Sessional Attendant

Administrative Services Officer Class 2 \$27.64 - \$30.52 per hour, Canberra (PN: Various)

Gazetted: 14 September 2018

Closing Date: 28 September 2018

Details: The Office of the Legislative Assembly is seeking people interested in obtaining casual employment as an Assembly Attendant at the ASO2 level. Assembly Attendants are responsible for providing front line customer service to Members of the Legislative Assembly, their staff, the Office of the Legislative Assembly staff, officials, visitors and the general public. Attendants conduct security screening of visitors; issue visitor passes; respond to telephone and face to face enquiries; provide administrative support to the Office including support for room hire arrangements; and work within the Assembly Chamber during sitting periods.

Eligibility/Other Requirements: Casual Assembly Attendants must also be prepared to work on a roster system, sometimes at short notice, and to work extended hours on Assembly sitting days. The Assembly sits for approximately 13 weeks per year. ACT Public Service terms and conditions will apply to any employment.

Note: In recognition of the fact that the mandatory security screening of visitors requires both male and female attendant staff to be employed, preference may be given in this recruitment process to suitable female applicants.

Casual salary rates are currently between \$27.64 to \$30.52 per hour plus a 25% loading in-lieu of the accrual of leave entitlements and payment for public holidays.

How to Apply: If you are interested in being considered to work as a casual Attendant, please email a cover letter detailing relevant experience and attributes, and your resume to: OLARecruitment@parliament.act.gov.au

Contact Officer: Michele Sidonio 6205 0439 michele.sidonio@parliament.act.gov.au

Applications can be forwarded to: 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

City Services

City Places and Infrastructure

Development Design Review

Engineer

Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 27727)

Gazetted: 18 September 2018

Closing Date: 2 October 2018

Details: The Development and Design Review business unit within City Places and Infrastructure and are looking for a motivated and dynamic Engineer. The successful applicant will assist the technical review and approval of

planning and design submissions, acceptance and commissioning of constructed assets to be handed over to Roads and/or City Presentation for ongoing maintenance. The position assists in ensuring all civil infrastructure assets that are designed, constructed and handed over to Transport Canberra and City Services (TCCS), meet relevant design standards, specifications and codes so that they are safe, fit for purpose. In consultation with subject matter experts provide coordinated technical responses on behalf of the asset owner/s as well as confirm acceptance of assets once constructed.

Contact Officer: Chandra Chandramohan (02) 6207 6567 chandra.chandramohan@act.gov.au

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

City Services

ACT NoWaste

Waste Policy

Regulatory Policy and Analysis Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41426)

Gazetted: 18 September 2018

Closing Date: 30 September 2018

Details: ACT NoWaste is seeking a motivated, well organised person who possesses well developed regulatory policy development skills and high level verbal and written communication skills to join the Waste Policy team. The team has a key role in driving the Government's waste management agenda to reduce waste generation and increase reuse, recycling and recovery of resources. Key activities include developing regulatory policies, legislative instruments, and programs related to, for example, implementing the *Waste Management and Resource Recovery Act 2016* and Waste Feasibility Study recommendations. The Officer will work in multiple project teams and establish and maintain professional working relationships with internal and external stakeholders, such as regulated entities, the community and community organisations, and co-regulators within the ACT and other jurisdictions. The Officer may be required to manage contracts with external service providers, as required.

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

How to Apply: Please review the attached Position Description and provide a current Curriculum Vitae, the name and contact details of two referees, and a supporting statement of no more than two pages against the Selection Criteria and outlining practical experience and examples related to undertaking regulatory policy work, including developing legislative instruments (e.g. Code of Practice), policies and programs; preparing high quality reports, submissions, briefs, and correspondence; developing and promoting positive relationships with key stakeholders; assisting with developing and managing service agreements, new projects and ongoing initiatives.

Contact Officer: Sanzida Akhter (02) 6207 0224 sanzida.akhter@act.gov.au

City Services

Roads ACT

Traffic Management and Safety/Traffic Signals

Senior Intelligent Transport Systems/Traffic Signals Officer

Infrastructure Officer 5 \$142,761, Canberra (PN: 41415)

Gazetted: 17 September 2018

Closing Date: 15 October 2018

Details: Roads ACT are seeking suitable candidates with extensive knowledge of Intelligent Transport System (ITS) applications. The successful candidate will work within a small team to manage the day-to-day operation and control of traffic signals across the ACT.

How to Apply: Please see the Position Description for more details. All enquiries and applications should be directed to Mr Matthew Smee, Hudson Recruiting.

Contact Officer: Matthew Smee (02) 6229 1522 matthew.smee@hudson.com

City Services

City Places and Infrastructure

Infrastructure Planning

Manager Services Planning

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 36779)

Gazetted: 19 September 2018

Closing Date: 3 October 2018

Details: Infrastructure Planning in City Places and Infrastructure are seeking an experienced Manager to be the single point of contact for recurrent service and operational initiative programmes across City Presentation and Roads. The position is responsible for the development of recurrent services and operational initiatives, coordination of new and existing recurrent services and reflecting place based community priorities. This position provides general support to Executives on matters including budget and finance and provides technical advice to government, the department and external agencies. The position works closely and collaboratively with other Managers within Infrastructure Planning, to achieve an integrated and coordinated approach to place-based outcomes.

Contact Officer: Karl Cloos (02) 6207 6871 karl.cloos@act.gov.au

City Services

ACT NoWaste

Waste Policy

Senior Regulatory Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41441)

Gazetted: 18 September 2018

Closing Date: 4 October 2018

Details: ACT NoWaste is seeking a motivated, well organised person who possesses high level regulatory policy development skills and verbal and written communication skills to join the Waste Policy team. The team has a key role in driving the Government's waste management agenda to reduce waste generation and increase reuse, recycling and recovery. Key activities include developing regulatory policies, legislative instruments, and programs related to, for example, implementing the *Waste Management and Resource Recovery Act 2016* and Waste Feasibility Study recommendations. The Officer will establish and maintain professional working relationships with internal and external stakeholders, such as regulated entities, the community and community organisations, and co-regulators within the ACT and other jurisdictions. The Officer may be required to manage contracts with external service providers, as required.

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

How to Apply: Please review the attached Position Description and provide a current Curriculum Vitae, the name and contact details of two referees, and a supporting statement of no more than two pages against the Selection Criteria and outlining practical experience and examples related to undertaking regulatory policy design (e.g. levies as price signals to influence behaviour as a market intervention) including developing legislative instruments (e.g. Code of Practice), policies and programs; preparing high quality reports, submissions, briefs, and correspondence; developing and promoting positive relationships with key stakeholders; assisting with developing and managing service agreements, new projects and ongoing initiatives.

Contact Officer: Sanzida Akhter (02) 6207 0224 sanzida.akhter@act.gov.au

Chief Operating Officer's Group

Innovation and Customer Experience Branch

Innovation, Data and Analytics

Project Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11892)

Gazetted: 17 September 2018

Closing Date: 1 October 2018

Details: Applications are sought for an experienced, innovative and skilled Project Manager to support the Innovation and Customer Experience Branch. There will be a major focus on project coordination and the Project Manager will be required to have the ability to liaise with subject matter experts to identify business transformation opportunities and solutions. The Project Manager may have experience and knowledge of change management, project management, asset management and will work in complex organisational contexts to deliver

project outcomes. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

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

How to Apply: Applications should include a supporting statement of no more than two pages outlining ability, skills and experience against the Selection Criteria. Please also include details of at least two referees and a current Curriculum Vitae.

Contact Officer: Shantha Siva (02) 6205 3875 shantha.siva@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

ORS Inspector 6 \$79,824 - \$91,356

Robert Heath 858-56843, Section 68(1), 20 September 2018

Senior Officer Grade A \$137,415

Hugh Maclachlan 858-56595, Section 68(1), 18 September 2018

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

Matthew Snell 853-80910, Section 68(1), 17 September 2018

Community Services

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

Kristin Beyer 853-58617, Section 68(1), 13 September 2018

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

Brett McIntyre 858-56800, Section 68(1), 17 September 2018

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

Kyle Waight 853-78407, Section 68(1), 20 September 2018

Education

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

Shahid Ejaz 848-97950, Section 68(1), 19 September 2018

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

Camille Sides 858-13608, Section 68(1), 1 October 2018

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

Allison Maree Wilson 835-40220, Section 68(1), 18 September 2018

Environment, Planning and Sustainable Development

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

Heather Lee Gow-Carey 838-40709, Section 68(1), 14 September 2018

Health

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

Jaehee Choi 858-57977, Section 68(1), 20 September 2018

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

Sema Diler 857-93459, Section 68(1), 20 September 2018

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

Jack Ewart 848-19450, Section 68(1), 19 September 2018

Health Service Officer Level 3/4 \$48,385 - \$51,869

Anish Kc 856-72753, Section 68(1), 20 September 2018

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

Benjamin Kennedy 857-45115, Section 68(1), 20 September 2018

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

Charlene Lawrynhuk 858-57301, Section 68(1), 17 September 2018

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

Julieann Miller 853-64101, Section 68(1), 20 September 2018

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

Anil Pandey 858-58056, Section 68(1), 1 October 2018

Health Service Officer Level 3/4 \$48,385 - \$51,869

Hari Prasad 845-22323, Section 68(1), 20 September 2018

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

Sarah Preston 843-91597, Section 68(1), 12 September 2018

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

Martha Smith 831-24198, Section 68(1), 20 September 2018

Health Service Officer Level 3/4 \$48,385 - \$51,869

Arja Torpstrom 844-80565, Section 68(1), 20 September 2018

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

Caroline Turner 858-58179, Section 68(1), 4 October 2018

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

Ajeesh Vijayakumar Nair 845-01944, Section 68(1), 28 August 2018

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

Glyn Williams 847-00740, Section 68(1), 20 September 2018

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

Jennifer Wright 857-91883, Section 68(1), 1 October 2018

Justice and Community Safety

Ambulance Support Officer 1 \$54,949 - \$58,394

Mathew Davis 853-78570, Section 68(1), 2 October 2018

Ambulance Support Officer 1 \$54,949 - \$58,394

Tegan Finnigan 858-57555, Section 68(1), 2 October 2018

Ambulance Support Officer 1 \$54,949 - \$58,394

Catherine Henskens 858-57571, Section 68(1), 2 October 2018

Ambulance Support Officer 1 \$54,949 - \$58,394

Kimberley Hudson 858-57563, Section 68(1), 2 October 2018

Graduate Paramedic Intern \$67,706 plus penalties

Hannah Kennedy 853-50527, Section 68(1), 17 September 2018

Graduate Paramedic Intern \$67,706 plus penalties

Robert Malcomson 853-50535, Section 68(1), 17 September 2018

General Service Officer Level 7 \$59,230 - \$62,549

Gerard McMahon 858-53618, Section 68(1), 20 September 2018

Ambulance Support Officer 1 \$54,949 - \$58,394

Kate Millar 858-57619, Section 68(1), 11 February 2019

Graduate Paramedic Intern \$67,706 plus penalties

Alyce Murphy 853-50498, Section 68(1), 17 September 2018

Graduate Paramedic Intern \$67,706 plus penalties

Dominique O'Toole 839-26705, Section 68(1), 17 September 2018

Graduate Paramedic Intern \$67,706 plus penalties

Xain Pike 853-50543, Section 68(1), 17 September 2018

Graduate Paramedic Intern \$67,706 plus penalties

James Robertson 853-50463, Section 68(1), 17 September 2018

Ambulance Support Officer 1 \$54,949 - \$58,394

Jessica Simmons 858-57627, Section 68(1), 2 October 2018

Ambulance Support Officer 1 \$54,949 - \$58,394

Nicole Van Bilsen 858-57600, Section 68(1), 11 February 2019

Office of the Legislative Assembly

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

Stuart Row 853-75011, Section 68(1), 3 September 2018

TRANSFERS

Health

Alexandra Durrant: 848-19936

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

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

Health, Canberra (PN. 29215) (Gazetted 3 May 2018)

Kapila Hapu Arachchige: 829-69623

From: Health Service Officer Level 3/4 \$48,385 - \$51,869

Health

To: Health Service Officer Level 3/4 \$48,385 - \$51,869

Health, Canberra (PN. 29412) (Gazetted 12 July 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Finance and Payroll Services

Accounts Processing Unit

Brett Carey: 816-78496

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

Chief Minister, Treasury and Economic Development Directorate

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38777) (Gazetted 27 July 2018)

Access Canberra

Customer Coordination

Complaints Management Team

Natalie Lawton: 853-64558

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 42734) (Gazetted 30 July 2018)

Access Canberra

Licensing and Registration

Tyler Graham Penfold: 771-12342

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 36222) (Gazetted 10 April 2018)

Corporate

Corporate Management

Governance

Chy Vi Yeak: 846-92322

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 41119) (Gazetted 2 August 2018)

Corporate

People and Capability

Safety and Wellbeing

Rebecca Palmer: 835-68290

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN: 40476) (Gazetted 7 August 2018)

Education

School Performance and Improvement

North and Gungahlin Network

Harrison School

Deborah Louise Carne: 798-34533

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

Education

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

Education, Canberra (PN. 39411) (Gazetted 28 June 2018)

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

School Performance and Improvement

Belconnen

Hawker College

Lyndall Anne Henman: 033-30363

From: \$117,515

Education

To: †School Leader B \$136,828

Education, Canberra (PN. 04130) (Gazetted 23 July 2018)

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

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Ella Cuffe: 848-67612

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

Health

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

Health, Canberra (PN. 39851) (Gazetted 12 July 2018)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rachael McMahon: 780-55175

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

Health

To: †Health Professional Level 5 \$118,319 - \$133,197

Health, Canberra (PN. 40755) (Gazetted 9 August 2018)

Justice and Community Safety

Emergency Services

ACT Fire and Rescue

Operations

Gregory Abrahamffy: 754-05678

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 49030) Effective 20 September 2019

Emergency Services

ACT Fire and Rescue

Operations

Benjamin Brown: 754-05707

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 49026) Effective 20 September 2019

Emergency Services

ACT Fire and Rescue

Operations

Guy Cassis: 756-32723

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 46165) Effective 20 September 2019

Emergency Services

ACT Fire and Rescue

Operations

Sandy Fisk: 786-28025

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 00836) Effective 20 September 2019

Emergency Services

ACT Fire and Rescue

Operations

Cameron Fowler: 756-73517

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 00367) Effective 20 September 2019

Emergency Services

ACT Fire and Rescue

Operations

Adam Garrett: 785-58506

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 07924) Effective 20 September 2019

Emergency Services

ACT Fire and Rescue

Operations

Damian Holloway: 768-78602

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 48065) Effective 20 September 2019

**Emergency Services
ACT Fire and Rescue
Operations**

Peter McGrath: 786-26089

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 48081) Effective 20 September 2019

**Emergency Services
ACT Fire and Rescue
Operations**

Christopher White: 816-79456

From: FB5 (Senior Fire Fighter) \$89,841

Justice and Community Safety

To: †FB6 (Station Officer) \$102,025

Justice and Community Safety, Canberra (PN. 49007) Effective 20 September 2019