



ACT Government Gazette

Gazetted Notices for the week beginning 20 September 2018

VACANCIES

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 ICT

Business Application Management

ICT Team CSD

Operations Support

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 33106, several)

Gazetted: 26 September 2018

Closing Date: 10 October 2018

Details: Shared Services Information Communication Technology (ICT) are looking for a highly motivated individuals with good organisation and communication skills to support the ICT Team Community Services Directorate (CSD). The ICT Team CSD is based in Nature Conservation House in Belconnen. We are an enthusiastic team of technical and operational staff supporting CSD business systems (including reporting services) as well as telecommunications and ICT assets. The team is a contact point for CSD staff for ICT enquiries and ICT related services. The positions will work across a broad range of roles including Tier 3 (low profile) projects, data integrity reviews of central ICT systems, ServiceNow processes, business and central reporting activities, support business systems (with training) and generally working on ICT activities as required by the Community Services Directorate and Shared Services ICT.

Note: This is a temporary position available ASAP till 30 June 2019 with possibility of extension.

Contact Officer: Mick Sharp (02) 6207 1522 mick.sharp@act.gov.au

Access Canberra

Licensing and Registrations

Liquor and Gaming

Team Leader

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 19153, Several)

Gazetted: 24 September 2018

Closing Date: 1 October 2018

Details: Are you looking for interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community and the opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise. Access Canberra helps community organisations, business and individuals work with the ACT Government and is constantly looking for new ways to deliver our services. The Liquor and Gaming Unit processes applications for new licences, registrations and permits and the renewal of these on behalf of the Commissioner for Fair Trading and the ACT Gambling and Racing Commission and is looking for dynamic, flexible solution focused applicants to join the unit in the team leader roles. The successful applicants will lead and create a cooperative team focused on delivering regulatory outcomes whilst creating an environment conducive to innovation and change. 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: Relevant tertiary qualifications and/or managerial and leadership experience in a complex work environment are highly desirable.

Note: These are temporary positions, one is available for three months, and the other for six months with the possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than one page outlining experience and/or ability against the Selection Criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Dale Pegg (02) 6207 0458 dale.pegg@act.gov.au

Economic Development

Sport and Recreation

ACT Academy of Sport

Senior Psychologist

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 25837)

Gazetted: 24 September 2018

Closing Date: 1 October 2018

Details: Sport and Recreation is seeking a person to join our ACT Academy of Sport (ACTAS) team as Senior Psychologist.

Eligibility/Other Requirements: The successful candidate will have a minimum of five years working experience as a Psychologist with high performance athletes (development and elite) including those with a disability and their coaches. They will also have current registration with the Psychology Board of Australia, and strong background in the application of progressive, evidence-based sport psychology services to individual athletes, teams and coaches, in a high performance sporting environment.

Note: This is a temporary position available until 11 October 2019.

Contact Officer: Stuart Karppinen (02) 6207 4391 stuart.karppinen@act.gov.au

Shared Services

Finance and Payroll Services

Payroll Services

Payroll Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 09467, several)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: Are you an energetic person with a focus on providing excellent customer service and looking to join a dynamic and fast paced payroll environment – if so this may be the job for you! We are seeking enthusiastic and collaborative individuals who enjoy working in a team environment. Payroll Services is responsible for paying ACT Government employees who play vital roles across the Territory Services and ACT Community. You will be required to understand payroll, have a customer service focus and experience in using a Human Resource Information Management System (HRIMS) payroll system. Attention to detail and ability to maintain accurate and confidential records is vital. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: In two pages or less, your pitch should include your experience and how it relates to this position and its duties. In your pitch you should also tell us how you meet the Behavioural Capabilities and Professional/Technical Skills and Knowledge component of the job. Your Curriculum Vitae will also include two referees.

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

Access Canberra

Projects, Governance and Support

Legal Unit

Solicitor

Legal 1 \$61,785 - \$124,436, Canberra (PN: 16962)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: The Legal Unit of Access Canberra is seeking a suitably qualified and experienced solicitor to join our small team in providing legal advice to management and staff across Access Canberra on a diverse range of complex and interesting matters. In particular, you will provide in house legal support to various divisions ranging from Workplace Protection, Construction Compliance, Community, Business and Transport Licencing, Construction, Environment and Workplace Licencing, Environment Protection. Your advice may assist with investigation of incidents and the subsequent preparation of briefs of evidence and witness statements. You will be required to manage and provide guidance in relation to subpoenas and third party production requests received by various areas of Access Canberra. You will be required to provide advice in relation to various notices, including undertakings and reviews of notices. You may be required to prepare reports and recommendations associated with policies and activities and assist in the development of policies, procedures and advise on legislative reform initiatives. 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: Admitted to practice as a legal practitioner in the ACT.

Note: This is a temporary position available until 10 May 2019 with the possibility of extension and/or permanency. This position is part-time, three days a week at 22:05 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only. Please note that you will be required to work in an activity based work environment in either Dickson or Woden.

How to Apply: Please provide two written referee reports with your application.

Contact Officer: Radmila Andric (02) 6207 4988 radmila.andric@act.gov.au

Shared Services

Partnership Services

Service Centre

Shared Services Aboriginal and Torres Strait Islander Traineeship

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

Gazetted: 24 September 2018

Closing Date: 6 October 2018

Details: Are you customer-focused, an effective communicator, organised and self-starting, interested in problem-solving within an Information Communication Technology (ICT) business environment, eager to learn and gain new skills? The Shared Services traineeship program provides successful applicants an opportunity to work with the Service Desk team while undertaking further tertiary education. Your further studies will be paid for by the organisation for the duration of your traineeship. Working as part of the Service Desk team, you will gain exposure to a broad range of Shared Services' business areas and services that we deliver on behalf of ACT Government. Shared Services – under the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) provides strategic and transactional financial, ICT and Human Resource services to all ACT Government Directorates. Within Shared Services, the ICT branch manages data centres, an extensive optical-fibre voice and data network and provides strategic ICT project management and business system development and support services. The Service Desk is the first point of contact for ACT Government stakeholder enquiries and queries about services provided by Shared Services. The team is customer-focused and provides accurate and timely responses to resolve ICT issues. This will include telephone, online customer interactions and onsite support. You will perform an important role working in a high-performing, customer-centric team delivering solutions to various ACT Government stakeholders.

Eligibility/Other Requirements: 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.

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

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

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

Shared Services

Technology Services

ICT Security

Cloud Security Engineer

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41414)

Gazetted: 26 September 2018

Closing Date: 10 October 2018

Details: The Shared Services ICT Security team provides Whole of Government security services for information assets and critical business functions, including operations, investigations, governance, risk management and compliance auditing. The Security Operations unit within ICT Security is a dynamic, functionally diverse team that performs a range of functions across whole of ACT Government. These functions include investigations and forensics, vulnerability and penetration testing, provision of security advice for internal stakeholders, customers and projects, and running key ICT security infrastructure like Web and Email Content Filters, Security Information and Event Management (SIEM) systems and Intrusion Prevention Systems. ICT Security is looking for a Cloud Security Engineer to lead security and project work to align with ACT Government's digital strategy prioritising cloud platform adoption. This work will include ICT security specialisation in Software as a Service systems like Office 365, and the Infrastructure as a Service systems Microsoft Azure and Amazon Web Services. The Cloud Security Engineer will work with a diverse range of cloud platforms and technologies to assess and manage the risk of these new services through design and implementation of security controls and audit and compliance programmes. The role must engage and influence a wide variety of customers and other stakeholders internally and promote positive security outcomes. The role will require someone who is able to work autonomously and be able to represent the Security team in workgroups, meetings and committees.

Eligibility/Other Requirements: The successful applicant is required to gain and maintain a Negative Vetting Level 1 (NV1) National Security Clearance. If screening is not successful, your employment will not commence. All applicants must be fluent in English.

Contact Officer: Julian Valtas (02) 6207 1008 julian.valtas@act.gov.au

Shared Services

Partnership Services

Service centre Service Desk

Specialist Technical Team Manager

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14390)

Gazetted: 21 September 2018

Closing Date: 28 September 2018

Details: Shared Services is currently seeking applications from suitably experienced applicants for the role of Specialist Technical Team Manager within the Shared Services Service Centre. Applicants for the role should demonstrate the ability to effectively manage and provide technical leadership to a team responsible for providing customer focussed and operational support on the information Communication Technology (ICT) Service Desks.

Note: This is a temporary position available as soon as possible until 12 February 2019 with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Please review the position description for further details about the role and the capabilities required to perform the duties and responsibilities of the position. Please submit a written application of no more than two pages, contact details for at least two referees and a current Curriculum Vitae, including application coversheet. The two page response should be written in the form of a pitch, provide evidence of your capacity to perform the duties and responsibilities (what you will do). Your pitch should detail your greatest achievements and how they relate to this position and its requirements, as well as outline your ability and experience and how they make you suitable for the role.

Contact Officer: Deanne Allum-Walsh (02) 6207 7075 deanne.allum-walsh@act.gov.au

Officer of International Engagement

Senior Officer, Office of International Engagement

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37700)

Gazetted: 24 September 2018

Closing Date: 9 October 2018

Details: The Office of International Engagement, led by the Commissioner for International Engagement, is responsible for coordinating the ACT's international relations. Working across government, and in particular with Economic Development and in close collaboration with industry and research institutions, the Office develops

programs and strategies in line with the Canberra (CBR) brand to grow Canberra's international reputation. This position will, through the International Engagement Strategy, contribute to collaboratively developing and implementing high quality, evidence-based programs to deliver on the ACT Government's objective of promoting Canberra as a place to invest, do business, visit and study. The successful candidate will have experience in developing and delivering high quality evidence based programs, an ability to identify opportunities to extend or enhance our international engagement and the capability to provide advice to all levels of Government relating to all areas of the International Engagement Strategy. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

How to Apply: Candidates are asked to respond to each of the five requirements for the position in no more than 500 words, with consideration to the Position Description and Canberra's International Engagement Strategy. Contact Officer: Deb Clayton-Baker (02) 6207 1339 deb.clayton-baker@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 Services

Finance and Budget

Budget

Management Accountant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 27041)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: Do you want to know that you are making a difference in the ACT Community? Do you like to see tangible results through your work? Do you want to be part of and lead a supportive team? Then the Finance and Budgets team are looking for you! You'll be an experienced and enthusiastic Management Accountant with displayed leadership attributes who is keen to work with human services functions such as multicultural affairs, public and community housing services, children, youth and family support services to name a few. You will enjoy working in a dynamic and complex environment.

Eligibility/Other Requirements: We need you to have experience in external and/or internal budgeting, month-end process, ledger maintenance in delivering timely and accurate management reports. You also have good communication and interpersonal skills to provide financial management advice and support for business units of the Directorate.

Contact Officer: Ricky Zhao (02) 6205 4732 ricky.zhao@act.gov.au

Office of the Coordinator General for Family Safety

Executive Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 37261)

Gazetted: 24 September 2018

Closing Date: 8 October 2018

Details: The Office of Coordinator General for Family Safety is seeking applications for the position of Executive Assistant to the Coordinator-General. The successful candidate will provide administrative and organisational support to the Coordinator-General including: Organise and support meetings for the Coordinator General; effectively complete office tasks such as filing, answering the telephone, using Total Records and Information Management (TRIM) to track documents and collating meeting papers; manage the calendar, which includes scheduling and prioritising meetings and organising information in preparation for meetings; screen and classify incoming telephone calls; manage the Coordinator-General Emails; examining, registering and tracking incoming work and initiate appropriate action; uphold Community Services Directorate (CSD) values of integrity, respect, collaboration and innovation; work well under pressure, demonstrate flexibility and meet deadlines in a calm and

efficient manner; organise and prioritise own workload and be willing to act as a member of a team. The applicant will have integrity, sound level of judgement and discretion as well as attention to detail.

Contact Officer: Megan Chittick (02) 6207 0695 megan.chittick@act.gov.au

Housing ACT

Gateway Services

Gateway Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175 Canberra (PN: 07800)

Gazetted: 27 September 2018

Closing Date: 5 October 2018

Details: Gateway Services is the primary access point into Housing ACT services and this service is provided through the Central Access Point (CAP). The CAP is a busy operational unit performing a broad range of administrative services - clients are offered a high quality, outcomes focused and personal service experience through direct face to face engagement. Gateway Services is seeking an enthusiastic, flexible and motivated person who enjoys working in a busy Human Services environment delivering high quality client focused services to a diverse client group seeking housing assistance. As a Client Service Officer within the Central Access Point, the successful candidate will require a consistent and reliable work ethic, strong and efficient administration skills, liaison and negotiation skills, the ability to manage conflicting demands and to meet deadlines that ensure a positive client experience.

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

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

Contact Officer: Gina Garrett (02) 6207 6006 Gina.garrett@act.gov.au

Children, Youth and Families

Child and Youth Protection Services

Legal Services

Legal Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17395)

Gazetted: 26 September 2018

Closing Date: 12 October 2018

Details: The Legal Officer, Senior Officer Grade C (SOGC) is responsible for the provision of legal service delivery including the management of litigation, appearing in routine court matters, briefing contested matters to the ACT Government Solicitors' Office, providing training for Case Managers on legal aspects of their role, including preparation for Court.

Eligibility/Other Requirements: Essential qualifications and experience: Experience and/or desire to work in a Community Services environment; admission (or eligibility for admission) as a barrister and/or solicitor of Australian Supreme Court. Desirable qualifications and experience: Experience in the preparation of court documents and knowledge of the court and tribunal system and relevant procedures is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Anne Saunderson (02) 6207 0661 anne.saunderson@act.gov.au

Corporate Services

Finance and Budget

Budget

Senior Management Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 00459)

Gazetted: 20 September 2018

Closing Date: 11 October 2018

Details: Do you want to know that you are making a difference in the ACT Community? Do you like to see tangible results through your work? Do you want to be part of and lead a supportive team? Then the Finance and Budgets

team are looking for you! You'll be an experienced, qualified and enthusiastic Senior Management Accountant with great leadership skills who is keen to work with human services functions such as multicultural affairs, public and community housing services, children, youth and family support services to name a few. You will enjoy working in and leading staff through a dynamic and complex environment. We need you to have experience in external and internal budgeting and managing team members in delivering timely and accurate management and output performance reports. You have the ability to provide comprehensive financial management advice and support including cost analysis, financial modelling and forecasting to deliver budget outcomes.
Contact Officer: Ricky Zhao (02) 6205 4732 ricky.zhao@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**

North and Gungahlin Network

Kinlyside

Margaret Hendry School

Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41317)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: Margaret Hendry School is seeking a highly experienced, innovative, inclusive, flexible and suitably qualified officer for the position of Business Manager. Margaret Hendry is a new P-6 community based school with a diverse population located in the growing Gungahlin area. The successful applicant will work closely with, and provide high level support, to the principal in developing policies and procedures relating to the management of the school and the implementation of school-based management; supervise administrative/support staff to ensure the delivery of high level support and customer service; coordinate the preparation of budgets, estimates and financial returns; manage ongoing enrolment processes; support community hire; and manage the new facilities, resources and grounds in accordance with the maintenance plan.

Eligibility/Other Requirements: 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. 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: Kate Woods 0466 464 276 kate.woods@ed.act.edu.au

Office for Schools

North Gungahlin

Margaret Hendry School

Teacher Librarian

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 41321)

Gazetted: 26 September 2018

Closing Date: 10 October 2018

Details: Margaret Hendry School will open in 2019 as a vibrant and dynamic learning community with unique indoor and outdoor learning environments, facilitating flexible curriculum delivery and engagement for all children. We are seeking an experienced teacher librarian to establish the school library and work closely with the leadership team to develop strategic initiatives for community engagement and whole school curriculum philosophy development. The successful applicant will be required to teach library lessons, capably deliver professional learning to staff as required, develop and maintain library resources, complete administrative tasks and work with staff to resource the learning programs. It is desirable that the successful applicant has

demonstrated skills in authentically integrating digital technologies into everyday teaching practices and holds a Masters in Education (Teacher Librarianship).

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Kate Woods (02) 6207 1961 kate.woods@act.gov.au

School Performance and Improvement

Tuggeranong Network

Erindale College

Principal

School Leader A \$150,276 - \$180,443, Canberra (PN: 01676)

Gazetted: 25 September 2018

Closing Date: 9 October 2018

Details: Erindale College is seeking a dynamic person to lead our school where every person knows they matter.

This role encompasses embedding an inclusive school culture, and moulding capable, resilient and active young adults through an innovative approach to learning. The new principal must establish success for the future by providing equity and access for every student, embracing diversity and enhancing outcomes. As a leader of the school's executive you will work closely with the Erindale Leisure Centre, develop and lead the implementation of the strategic and annual action plans. The successful applicant will use a distributive 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 in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Kate Smith (02) 6205 3313 katelsmith@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.

Environment, Planning and Sustainable Development

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

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

Climate Change and Sustainability

Climate Change Policy

Policy Officer, Climate Change

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17317)

Gazetted: 21 September 2018

Closing Date: 9 October 2018

Details: The Climate Change Policy Team is seeking a dynamic and experienced officer to support the development and implementation of climate change policy. The Climate Change Policy Officer, under limited direction or as part of a small project team will: Provide high quality policy advice and briefing material on climate change mitigation and adaptation issues; assist in collation and review of data relating to the compilation of the ACT greenhouse gas inventory; investigate and progress government processes for cabinet, assembly and communications; support in the project management of a number of consultancies and contracts; represent the Directorate in presentations

and engagement activities to other agencies and the community; maintain records in accordance with the *Territory Records Act 2002*.

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: Anna McGuire (02) 6207 1285 anna.mcguire@act.gov.au

Climate Change and Sustainability

Climate Change Policy

Policy Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39277)

Gazetted: 26 September 2018

Closing Date: 12 October 2018

Details: The Climate Change Policy Team is seeking a dynamic and experienced officer to support the development and implementation of climate change policy. The Climate Change Policy Officer, under limited direction or as part of a small project team will: Provide high quality policy advice and briefing material on climate change mitigation and adaptation issues; assist in collation and review of data relating to the compilation of the ACT greenhouse gas inventory; investigate and progress government processes for cabinet, assembly and communications; support in the project management of a number of consultancies and contracts; represent the Directorate in presentations and engagement activities to other agencies and the community; maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available until 30 June 2020 with 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: Anna McGuire (02) 6207 1285 anna.mcguire@act.gov.au

Climate Change and Sustainability

Climate Change Policy

Policy Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 33356)

Gazetted: 21 September 2018

Closing Date: 8 October 2018

Details: The Climate Change Policy Team is seeking a dynamic and experienced officer to support the development and implementation of climate change policy. The Climate Change Officer, as part of a small project team will: Support preparation of high quality policy advice and briefing material on climate change mitigation and adaptation issues; assist in collation and review of data relating to the compilation of the ACT greenhouse gas inventory; investigate and progress government processes for cabinet, assembly and communications; support in the project management of a number of consultancies and contracts; support the Directorate in presentations and engagement activities to other agencies and the community; maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available as soon as possible until 30 June 2019 with 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. New work place designed for activity – based working (ABW) in February 2020. Under ABW. Contact Officer: Anna McGuire (02) 6207 1285 anna.mcguire@act.gov.au

Business, Governance and Capability

People and Capability

People Services

Human Resource Advisor

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 28003)

Gazetted: 24 September 2018

Closing Date: 8 October 2018

Details: The People and Capability team is seeking an enthusiastic and motivated person to join our team. The team is supportive, the duties are varied and responsibilities challenging but also very rewarding. The People and Capability Branch supports the Directorate, the Suburban Land Agency and City Renewal Authority (the Portfolio) through a broad range of strategic Human Resource (HR) management functions that create, foster and grow a culture of high performance, excellence and integrity within the Portfolio. We are responsible for functions and services relating to: Culture and employee engagement; HR policy and guidance; learning and development; workplace health, safety and wellbeing; diversity and inclusion; workforce planning and recruitment; performance support; workplace, industrial and employee relations. Brief description of the role and its requirements: We are looking for a highly motivated person with: High level administrative skills; excellent communication and organisational skills; well-developed interpersonal skills, and an ability to manage competing priorities in a fast paced environment. If you believe you have these qualities, we would encourage you to apply.

Note: This is a temporary position available until May 2019 with the possibility of extension.

Contact Officer: Myfanwy Greenwood (02) 6205 8496 myfanwy.greenwood@act.gov.au

Sustainability and the Built Environment

Urban Renewal

Public Housing Renewal Taskforce

Senior Program Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39346)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: As the Senior Program Manager for the Public Housing Renewal Taskforce you will be required to manage all aspects of the Program to ensure it's aligned to and directly supports the achievement of strategic objectives and project milestones. You will provide high level expert advice, governance and policy guidance and analysis to senior executives on complex strategic issues, proposals and documents in relation to the program as well as provide and verify information to support complex negotiations and high level meetings. The successful person will have demonstrated ability to undertake and oversee the preparation of complex Ministerial correspondence, briefings, speeches and talking points, Cabinet submissions, business cases and strategic documents for the Executive Team of the Public Housing Renewal Taskforce and Urban Renewal Branch. You will bring the experience to provide high level secretariat support to the Public Housing Renewal Steering Committee, including: prepare meeting minutes; coordinate input from other areas to prepare agenda papers; manage and update the Program Report and review regular reporting documents, such as the Financial and Construction Report and the Risk Profiles of land supply and construction projects; you will work closely with other ACT Government Directorates and agencies to support the ACT Government's urban renewal policy priority.

Note: This is a temporary position available from 31 October 2018 until 28 September 2019 with the possibility of extension.

Contact Officer: Justeen Stebbing (02) 6205 4132 justeen.stebbing@act.gov.au

Office of the Director-General

Engagement and Executive

Government Services

Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 30775)

Gazetted: 20 September 2018

Closing Date: 27 September 2018

Details: Are you action oriented? Used to keeping lots of balls in the air? An oasis of calm in a storm? The Environment, Planning and Sustainable Development Directorate (EPSDD) has a role for you! Our Government Services team is looking for a Manager who is not fazed by a portfolio which spans seven Ministers, an unruly inbox or a phone which rings hot. In return, you will become a key part of a team that is supportive, focused and regarded as the vanguard of process within the Directorate. There are opportunities to guide, mentor and develop junior team members and inspire a sense of purpose and direction.

Eligibility/Other Requirements: Experience with the Objective Records Management system is highly desirable.

Note: This is temporary position available until 31 May 2019. 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: Lisa Sampson (02) 6207 1667 lisa.sampson@act.gov.au

Climate Change and Sustainability

Climate Change

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 12966)

Gazetted: 24 September 2018

Closing Date: 9 October 2018

Details: The Climate Change Policy Team is seeking a dynamic and experienced officer to support the development and implementation of climate change policy. The Senior Climate Change Policy Officer, as part of a small project team will: Lead preparation of high quality policy advice and briefing material on climate change mitigation and adaptation issues; undertake collation, review and analysis of data across topics relating to climate change; oversee the preparation of the ACT greenhouse gas inventory; investigate and progress government processes for cabinet, assembly and communications; support in the project management of a number of consultancies and contracts; support the Directorate in presentations and engagement activities to other agencies and the community; maintain records in accordance with the *Territory Records Act 2002*.

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

Contact Officer: Anna McGuire (02) 6207 1285 anna.mcguire@act.gov.au

Office of the Director-General

Engagement and Executive Support

Government Services

Directorate Liaison Officer

Senior Officer Grade C/Senior Officer Grade B \$100,461 - \$133,197, Canberra (PN: 15198, several)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is on the quest for skilled operators who thrive in an environment where communication is key. With the recent update to the Administrative Arrangements, our Directorate now reports to seven of the eight Ministers in Cabinet. Our portfolio responsibilities are diverse, dynamic and numerous – we play a key role in shaping Canberra’s future – literally. Our two Directorate Liaison Officer roles are the conduit between EPSDD and its Ministers’ Offices. If you pride yourself on strong liaison, organisational skills and attention to detail, we encourage you to apply. We want people who can harness information and opportunities, who have the ability to quickly clarify ambiguities and who deliver on intended results. If you have a strong policy background, and are looking for a different way to apply your skills, this could also be a great fit. Most of all, we require a team player who is (or can quickly become) an authority on matters relating to the Directorate, Cabinet and the Legislative Assembly.

Eligibility/Other Requirements: Experience with the Objective records management program and a solid understanding of the functions of the EPSDD and related Ministerial portfolios is highly desirable.

Note: These are temporary positions for 12 months with the possibility of extension, one position is available as soon as possible and the other to commence in December 2018. 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. This position will be filled at either the Senior Officer Grade C or Senior Officer Grade B, dependant on the skills and experience of the successful applicant.

Contact Officer: Lisa Sampson (02) 6207 1667 lisa.sampson@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

Pathology

Biochemistry

Chemical Pathology

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 34505)

Gazetted: 27 September 2018

Closing Date:

Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Chemical Pathology, as a part of ACT Pathology, provides diagnostic, analytical and consultative services. It performs a wide spectrum of testing that ranges from automated, high throughput analysis to specialised testing. It is one of the busiest laboratories within pathology performing over 1 million tests per annum. Chemical Pathology is currently accredited with the Royal College of Pathologists Australasia (RCPA) for provision of Registrar training for a period of 4 years. Under broad direction of the Director of Chemical Pathology and the Executive Director of Pathology, you will be required to attend the laboratory for designated sessions, participate in the Clinical Pathology on-call roster, and provide supervision to scientific staff and registrars ensuring quality of results reported from the laboratory. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency with specialist registration in Chemical Pathology. Fellowship of the Royal College of Pathologists Australasia (FRCPA) or equivalent specialist qualifications. Must hold a current Driver's license. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This is a permanent part time position at 24 hours per week.

Contact Officer: Dr Peter Hickman (02) 6244 2840 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Office Chief Psychiatrist

Primary Health Services

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 33939)

Gazetted: 27 September 2018

Closing Date:

Overview of the work area and position: Mental Health, Justice Health and Alcohol & 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: Rehabilitation and Specialty Services (RSS) o Adult Community Mental Health Services (ACMHS). Adult Acute Mental Health Services (AAMHS). Alcohol & Drug Services (ADS). Child & Adolescent Mental Health Services (CAMHS) Justice Health Services (JHS), incorporating the Forensic Mental Health Service (FMHS). The Justice Health Services Primary Health Team is part of MHJHADS and provides high quality healthcare to people located within the Alexander Maconochie Centre (AMC), the Dhulwa Mental Health Unit (DMHU) and young people at the Bimberi Youth Justice Centre (BYJC). The position holder would be expected to provide care to patients across all JHS sites. The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the Justice Health Services Clinical Director through an Individual Learning and Development Plan. MHJHADS aims to be socially inclusive and operates within a recovery-focussed and/or harm minimisation approach. The successful applicant will have general practice experience and skills in both inpatient and community services, including the provision of ECT services. The successful applicant will also be expected to participate in the mandatory administrative, governance and training requirements of medical officers within the Division. Emphasis on recovery focus and person-centred care are essential. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian College of General Practitioners (RACGP) or equivalent specialist qualifications; and Evidence of satisfactory participation in the RACGP Continuing Professional Development program. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases. Note: This is a temporary part time position at 32 hours per week for 12 months with the possibility of extension. Contact Officer: Dr Katerina Lagios, Clinical Director Justice Health (02) 6205 3373 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

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

Gazetted: 27 September 2018

Closing Date: 11 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: Applications are sought from enthusiastic and motivated mental health nurses for a permanent vacancy as the Clinical Nurse Consultant (CNC) at Adult Mental Health Rehabilitation Unit at the University of Canberra Hospital (AMHRU). AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio-psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carers and other key stakeholders. Under the broad direction of the Assistant Director of Nursing (ADON), The Clinical Nurse Consultant (CNC) is responsible for provision of clinical leadership for the clinical operations of AMHRU and the maintenance of the education and therapeutic environment. The CNC plays a pivotal role in the implementation of direct clinical care and the coordination of clinical operations for key members of a busy multidisciplinary team. The CNC position also works collaboratively with the Operational Director and Clinical Director for the provision of evidence-based clinical interventions within standardised clinical processes, reporting against key performance indicators and promote a learning environment for the team. The CNC will be required to

undertake professional development and supervision, participate in quality initiatives, contribute to the multidisciplinary team processes as well as providing leadership and supervision of Registered Nurses Level 2. Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post Graduate Qualifications (or equivalent) in Mental Health Nursing, or working towards. Certificate IV in Training and Assessment, or equivalent. Previous experience providing clinical leadership within a mental health rehabilitation setting, or similar. Current driver's licence. Please note that prior to commencing in this role: Undergo a pre-employment Police History check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

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

Contact Officer: Susan Jacques (02) 5124 0220 susan.jacques@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Clinical Development Midwife

Registered Midwife Level 2 \$88,249 - \$93,533, Canberra (PN: 22495)

Gazetted: 27 September 2018

Closing Date: 11 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: Clinical Development Midwife: Maternity Services – continuity/MGP portfolio. Under the direction of the continuity program Clinical Midwife Managers, the Clinical Development Midwife (CDM) position will provide support to midwives working within the Centenary Hospital for Women and Children's continuity of midwifery care models, with a strong focus on our graduate midwives. The two midwifery continuity of care models are the Canberra Midwifery Program (CMP) providing 'low risk' midwifery led care and the Continuity at Centenary Hospital (CatCH) program providing care to women of 'all risk'. Both programs operate out of the Birth Centre at Centenary Hospital. The Canberra Midwifery program also offers home birth through the ACT Health's Home Birth Trial. The CDM position also provides support for newly graduated midwives throughout the Maternity Unit and is involved in unit wide in-service and education activities.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration as a midwife with the Australian Health Practitioner Regulation Agency (AHPRA). Eligibility for membership of the Australian College of Midwives. Must hold a current driver's licence. Desirable: Tertiary qualifications or equivalent, relevant to the position. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Christine Fowler (02) 6174 7606 or Christine Wilson 0435933457 christina.wilson@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

CAMHS Mental Health Clinician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 41201)

Gazetted: 27 September 2018

Closing Date: 11 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: CAMHS provides contemporary mental health services for children and young people who present with moderate to severe mental health presentations. CAMHS provides evidence-based assessment and interventions with a recovery focus. The Health Professional position will work collaboratively as part of a multidisciplinary young people's assertive outreach team to enhance access to and provide continued comprehensive mental health treatment for young people aged 14-25 at high risk of developing serious, long term mental health problems, specifically those experiencing early psychosis, those at ultra high risk of developing psychosis, and those who are experiencing severe high prevalence mental illness.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy. Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA). Eligibility for professional membership of Occupational Therapy Australia. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). 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*. Highly desirable for all disciplines: Minimum of three years (ideal five years) post qualification. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation. 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

Older Persons Community Mental Health Team

Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17041)

Gazetted: 27 September 2018

Closing Date: 11 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. Mental Health, Justice Health, Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty 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 Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service. The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. This is a senior clinical position that will sit within any of the three sub teams providing direct person-centred care. At this level the Health Professional Officer 3 Occupational Therapist will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions to achieve sound outcomes for people, under minimal supervision. The successful applicant of the HP3 Occupational Therapist position is responsible for conducting occupation-based assessments and delivering occupational and functional interventions to people. The HPO3 Occupational Therapist will contribute their expertise to the multidisciplinary team, provide supervision to staff at Levels HP 2 and 1 as well as to students and clinically-related staff (such as Allied Health Assistants) and support the Team Leader in change processes. The HPO3 Occupational Therapist will undertake quality initiatives to promote service delivery at a standard of best practice. Eligibility/Other Requirements: Mandatory Qualifications: Be registered with the Occupational Therapy Board of Australia. Be eligible for professional membership of Occupational Therapy Australia. Hold a current Passenger Vehicles driver's licence. Have a minimum of three years (ideal five years) post qualification. 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. Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Canberra Hospital and Health Services

Medical

Medicine

Administration Manager

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 18274)

Gazetted: 27 September 2018

Closing Date: 11 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. 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 and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Under the general direction of the Operations Manager be responsible for the administrative functions of outpatient clinics in the Division of Medicine. Managing the day to operations of administrative staff, recruiting and training new staff to main a high standard of safe, effective and person-centred service.

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

Note: This is a temporary position available for the period 29 September 2018 to 12 June 2019.

Contact Officer: Jean Robertson (02) 6244 3659 jean.i.robertson@act.gov.au

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

Program Support/Project Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 41113)

Gazetted: 27 September 2018

Closing Date: 11 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: Highly desirable: Management experience in the day to day operations of an administrative team. Knowledge of and a good working understanding (or ability to quickly acquire) of the BreastScreen Information System. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: Previous applicants do not need to reapply.

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

Canberra Hospital and Health Services

Women, Youth and Children

Nursing and Midwifery

Graduate Midwife

Registered Midwife Level 1 \$63,548 - \$84,888, Canberra (PN: 38327, several)

Gazetted: 27 September 2018

Closing Date: 11 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 which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health division of Women's, Youth and Children's (WYC) provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres. Overview of the work area and position: The Maternity Department within WYC provides holistic, evidence based quality care and advocacy for all women and babies in the ACT and surrounding areas with acute and chronic health needs. The service is family centered, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. It is a breast feeding friendly environment and we provide a safe, functional and comfortable work environment for all those that work here. We provide family based care with an emphasis on partnership with families at this important time and are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Maternity and Gynaecology

Under the direction of the Clinical Midwife Consultant or Manager, Registered Midwives are responsible for the provision of high quality maternity and gynaecological services to the ACT and surrounding communities. This involves working within a multi-disciplinary team along with under graduate, post graduate midwives and nurses, allied health officers, medical students and staff specialists to deliver high quality services. As a Graduate Midwife you will rotate through all areas of the Maternity Unit. You will be provided with an extensive Orientation Program and will be supported by a team of Clinical Development Midwives. You will be encouraged to apply for a permanent position at the end of your Graduate Year. Graduate positions are also available in both Midwifery Continuity Programs with graduates invited to apply for these at the end of the Graduate year to either the Canberra Midwifery Program (CMP) or Continuity at the Centenary Hospital (CatCH) program, Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA). Recently graduated from an education program leading to entry to practice midwifery. 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.

Note: These are temporary positions available for a period of 12 months.

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

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Personal Assistant - Department of Oral Maxillo facial Surgery

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 13526)

Gazetted: 27 September 2018

Closing Date: 11 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. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging 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, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Most clinical units, including the Oral Maxillo Facial Unit, are supported by Personal Assistants or Office Management staffs, who coordinate the Office of busy clinicians. Overview of the work area and position: Under direction of the Director of Oral Maxillo facial Surgery, the Personal Assistant will provide administrative support for the Oral Maxillo Facial Unit by undertaking the duties listed in the duty statement.

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

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

Contact Officer: Shannon Dougan (02) 6244 4175 shannon.dougan@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Surgical Bookings Clerk

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 24093)

Gazetted: 27 September 2018

Closing Date: 11 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, 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, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging 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, Ophthalmology, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Surgical Bookings Department maintains the Elective Surgery Waiting List (ESWL) for the Canberra Hospital and co-ordinates theatre bookings and associated equipment requirements for individual surgical specialties. Overview of the work area and position: Under direction of the Assistant Director of Nursing – Surgical

Bookings, the Booking Clerk will provide administrative support for the Surgical Bookings Unit by undertaking the duties listed in the duty statement.

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

Note: This is a temporary position available from January 2019 to June 2019 with the possibility of extension and/or permanency.

Contact Officer: Shannon Dougan (02) 6244 4175 shannon.dougan@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Administration

Team Leader - Obstetrics and Gynaecology

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 23874)

Gazetted: 27 September 2018

Closing Date: 11 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. 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 and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health division of Women, Youth and Children provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres. Overview of the work area and position: The position provides administrative and general office support to the Women Youth and Children Department with duties including booking appointments, referral management, screening telephone calls, organisational and time management skills with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS and Clinical Portal. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the Women, Youth and Children's Management team as necessary. Under broad direction, you will play a key role in providing administrative and general office support to the obstetrics and gynaecology outpatients, with duties including booking appointments, referral management, screening telephone calls, filing and data entry.

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

Contact Officer: Laura Cahill (02) 6174 7677 laura.a.cahill@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children's

Obstetrics and Gynaecology

Obstetrics and Gynaecology Booking and Scheduling

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 24892)

Gazetted: 27 September 2018

Closing Date: 11 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. 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 and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres. Overview of the work area and position: The Administrative Service Officer 2 position, under general direction, provides a high level of administrative support including reception duties such as scheduling, booking and co-ordinating patients into the service through Clinical Portal and ACTPAS, screen incoming phone calls and correspondence, communicate with patients and provide administration assistance as necessary in accordance with the Ambulatory Care Procedures. Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

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

Contact Officer: Laura Cahill (02) 6174 7677 laura.a.cahill@act.gov.au

Corporate

Strategic Finance

Financial Operations Support

Senior Finance Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 19006)

Gazetted: 27 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 Financial Operations and Support Unit within the Strategic Finance Branch, provides business management support and advice to the Divisions of both the Canberra Hospital and Health Services and Corporate. In liaison with key stakeholders, develop and manage the required budgets and contribute to the management and improvement of performance against agreed indicators. The team ensures high quality and consistent business services, including financial management reporting are provided to all aspects of ACT Health and provide financial and business functions on a day to day basis. This position leads a small finance team in the provision of financial support to operational branches within the Canberra Hospital and Health Services (CHHS) and Corporate Divisions of ACT Health. This position will also form part of the leadership group within the Management Accounting Section and will contribute to planning within the unit.

Eligibility/Other Requirements: *Desirable:* A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in Commerce, Accounting, Business, Economics or equivalent operational experience would be a distinct advantage. Relevant experience in a hospital or health care setting, leading and

managing a team are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Ash Shah (02) 6205 9003 ash.shah@act.gov.au

Canberra Hospital and Health Services

Director Medical Services

Medical Officer Support, Credentialing, Employment and Training Unit

Manager Medical Roster Team

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13500)

Gazetted: 27 September 2018

Closing Date: 11 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: Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) has responsibility for: The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Chief Medical Administrator, MOSCETU, Deputy Director-General, Canberra Hospital and Health Services and Director-General of ACT Health; The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and Manage the recruitment, rostering and administration related to the Junior Medical workforce. Under broad direction from the Director MOSCETU you will provide leadership and direction to the Medical Rostering Team, to ensure efficient, reliable and high quality rostering, administrative and support services to the Junior Medical workforce of Canberra Hospital and Health Services (CHHS). Provide financial accountability and FTE governance over the JMO cohort of CHHS.

Eligibility/Other Requirements: Desirable: Experience working in a healthcare setting in a Human Resource Management/Administration role. Previous medical rostering experience in a public hospital environment. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Janelle Corey (02) 6244 2507 janelle.corey@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

Corporate

Office of the Director-General

Executive Assistant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 25225)

Gazetted: 26 September 2018

Closing Date: 10 October 2018

Details: Have you ever considered yourself to be highly organised, perhaps even obsessive, and also conscious of time management? Do you proactively identify priorities, strive to work collaboratively, and see yourself as a leader? Well, if this sounds like your calling, the opportunity now exists for the right person to report directly to the Director-General of Justice and Community Safety (JACS) as their Executive Assistant. This role would give you the opportunity to learn about how JACS operates at the strategic level and gain an understanding of all business areas and their functions in JACS. You will provide high-level administrative support and assistance to the Director-General in a challenging, diverse and rewarding environment. The successful individual will liaise broadly across

the ACTPS with various senior stakeholders, whilst maintaining a high level of confidentiality and discretion, responding quickly to business needs to adhere to tight timeframes. One thing's for sure; the job will never be boring!

Eligibility/Other Requirements: The successful applicant of this position will be required to obtain a Negative Vetting Level 1 security clearance.

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

How to Apply: After reviewing the "What you will do" and "What you require" sections on the Position Description, please provide a 2-3 page "Pitch" that provides evidence of your capabilities. You should include examples that clearly demonstrate relevant experience, skills and knowledge and behavioural capabilities. Please also include a current resume and contact details of at least two referees.

Contact Officer: Chris Bartram (02) 6207 8098 chris.bartram@act.gov.au

ACT Corrective Service

Community Based Corrections

Bail Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 14150)

Gazetted: 20 September 2018

Closing Date: 4 October 2018

Details: ACT Corrective Services (ACTCS) is seeking a motivated and conscientious person, for a temporary vacancy in Community Corrections and Release Planning as a Bail Officer. Under the direction of the Team Leader, the successful applicant will be responsible for managing the compliance of individuals subject to supervised bail orders, in accordance with Court ordered bail conditions, with the objective of reducing risk to the community. The successful applicant will also manage appropriate breach action in response to non-compliance and provide written and verbal reports and advice to Courts and stakeholders as required. In addition to this, you will also consult with community and government agencies and representatives to assist with best practice risk management and maintain accurate administrative records including case notes, e-records, databases and official files. To be successful in this role you will be able to display high level communication skills and demonstrate a capacity to work as part of a team. You will also possess excellent time management skills and a demonstrated ability to manage personal work priorities, in addition to displaying probity and ethical behaviour.

Eligibility/Other Requirements: A current driver's licence, and a willingness/ability to drive within ACT, is essential. The successful candidate may be required to undergo a criminal record check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available until 11 September 2019.

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

Contact Officer: Peter Kenna (02) 6207 1560 peter.kenna@act.gov.au

ACT Corrective Services

Corporate Services

Information and Business Solutions Unit

Project Manager, Mobile Duress System Project

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 34265)

Gazetted: 20 September 2018

Closing Date: 5 October 2018

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) to fill the position of Project Manager, Mobile Duress System Project. As the Project Manager, you will be responsible for the management, coordination and completion of various project activities. You will be required to undertake procurement, design, development, testing and implementation of the replacement mobile duress system to strengthen corrections systems at the Alexander Maconochie Centre to improve safety. In addition, you will be required to draft and update project

artefacts and various deliverables, track and report on overall project progress and identify and report project risks and mitigation strategies. To be successful, you will demonstrate exceptional communication and interpersonal skills and experience in organisational change management.

Eligibility/Other Requirements: Relevant tertiary qualifications in Project Management or certification in PRINCE2 and/or PMBOK or equivalent experience would be highly desirable. Experience in Corrective Services particularly in Custodial Operations is desirable. A Current full driver's licence. The successful candidate may be required to undergo a criminal record check and 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 temporary position available up to 31 December 2019 with the possibility of extension.

Contact Officer: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@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: 20 September 2018

Closing Date:

The Office of the Legislative Assembly (OLA) is seeking an experienced person to fill a 6 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: Vacancy is for 6 months with the possibility of extension. Please indicate if you are applying for both positions or one.

Contact Officer: Jan Bordoni 6205 0395 jan.bordoni@parliament.act.gov.au Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Parliamentary Support

Assembly Library

Library Information Specialist

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

Gazetted: 20 September 2018

Closing Date:

The Office of the Legislative Assembly (OLA) is seeking an experienced person to fill a 6 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: Vacancy is for 6 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

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

Capital Linen Service

Quality and Training Officer

Capital Linen Service Band 5 \$65,518 - \$72,388, Canberra (PN: 27206)

Gazetted: 21 September 2018

Closing Date: 28 September 2018

Details: Capital Linen Service is seeking a highly motivated self-starter to join the Quality Safety and Training Team at Capital Linen Service (CLS). This position is responsible for co-ordinating on the job training programs in the laundry production area. It is a role with a variety of work and the person will be involved in creation and review of processes as well as maintaining documents in CLS' Quality Management System, conducting audits and working with various teams of people to promote Quality and Safety Culture.

Eligibility/Other Requirements: Due to the training component of this role experience working in the laundry industry is mandatory and qualifications as outlined in the Position Description are required.

Contact Officer: Mary McKie (02) 6213 3327 mary.mckie@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Joshua Butcher 844-77606, Section 68(1), 13 August 2018

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

Colin Dahlenburg 827-14217, Section 68(1), 21 September 2018

Professional Officer Class 1 \$56,359 - \$78,145

David Trimble 848-82193, Section 68(1), 25 September 2018

Chief Minister, Treasury and Economic Development

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

Kiaria Jayde Anastasi 858-58160, Section 68(1), 24 September 2018

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

Ryan Bacon 858-58101, Section 68(1), 24 September 2018

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

Tim Boulton 853-78685, Section 68(1), 25 September 2018

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

Airlie Frances Chalmers 858-58005, Section 68(1), 24 September 2018

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

Natasha Chowdhury 858-58099, Section 68(1), 24 September 2018

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

Billy Jack Cross 853-69981, Section 68(1), 21 September 2018

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

Monique Kate Focarile 848-78346, Section 68(1), 24 September 2018

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

Amy Linnane 761-26371, Section 68(1), 20 September 2018

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

Marjorie Kathleen Morrissey 858-57993, Section 68(1), 24 September 2018

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

Surenuka Sundaramoorthy 853-77252, Section 68(1), 24 September 2018

Administrative Services Officer Class 1 \$47,088 - \$51,800

Thomas Lee, Section 68(1), 21 September 2018

Administrative Services Officer Class 1 \$47,088 - \$51,800

Liam Lupton, Section 68(1), 21 September 2018

Administrative Services Officer Class 1 \$47,088 - \$51,800

Nikalya Sines, Section 68(1), 21 September 2018

Administrative Services Officer Class 1 \$47,088 - \$51,800

Tiahna-Anne Smith, Section 68(1), 21 September 2018

Director of Public Prosecutions

Prosecutor Grade 3 \$118,087 - \$130,579

Bridget O'kane 858-55533, Section 68(1), 24 September 2018

Education

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

Katrina Dempsey 849-04380, Section 68(1), 25 September 2018

School Assistant 2/3 \$45,058 - \$54,947

Lionel Saddler 858-19823, Section 68(1), 21 September 2018

Health

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

Ryan Gallagher 850-42575, Section 68(1), 24 September 2018

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

Patricia Hegedus 857-93539, Section 68(1), 20 September 2018

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

Roswati Makrides 843-89542, Section 68(1), 20 September 2018

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

Lincy Mathew 847-27468, Section 68(1), 20 September 2018

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

Vishwanath Moolya 853-63600, Section 68(1), 20 September 2018

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

Suraj Paul 845-02584, Section 68(1), 20 September 2018

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

Samantha Rogers 858-57985, Section 68(1), 1 October 2018

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

Abby Ticchio 857-42707, Section 68(1), 27 September 2018

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

Sara White 853-52186, Section 68(1), 27 September 2018

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

Michael Wilkinson 845-03229, Section 68(1), 27 September 2018

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

Joanna Wortley 848-85132, Section 68(1), 24 September 2018

Justice and Community Safety

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

Linda Bode 853-58537, Section 68(1), 26 September 2018

Senior Officer Grade A \$137,415

Christopher Bowyer 853-76049, Section 68(1), 24 September 2018

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

Nathan James Costigan 821-08831, Section 68(1), 24 September 2018

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

Quylen Le 858-56739, Section 68(1), 21 September 2018

Transport Canberra and City Services

Bus Operator - Training \$66,212

Antonino Arena 858-57483, Section 68(1), 21 September 2018

Bus Operator - Training \$66,212

Matthew Davies 858-56915, Section 68(1), 21 September 2018

Bus Operator - Training \$66,212

Darren Dawson 858-56958, Section 68(1), 21 September 2018

Bus Operator - Training \$66,212

Paul De Smeth 858-56931, Section 68(1), 21 September 2018

Bus Operator - Training \$66,212

Wayne Hudson 858-56923, Section 68(1), 21 September 2018

Infrastructure Officer 1 \$66,251 - \$78,280

S M Shahidul Islam 858-57205, Section 68(1), 24 September 2018

Bus Operator - Training \$66,212

Karan Kenny 858-56886, Section 68(1), 21 September 2018

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

Jodie Anne Marshall 858-57862, Section 68(1), 24 September 2018

Infrastructure Officer 2 \$79,919 - \$91,947

Anthony Webb 858-57256, Section 68(1), 24 September 2018

Administrative Services Officer Class 1 \$47,088 - \$51,800

Keaka Dennis-Marshall, Section 68(1), 21 September 2018

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Business Services

Business Management

Jessica Elizabeth Gosling: 844-82085

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. 35217) (Gazetted 25 July 2018)

Procurement, Property and Venues

Goods and Services Procurement

Tara Elise Gower: 847-26561

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

Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55788) (Gazetted 26 June 2018)

Revenue Management

Operations

Paige Ann Holdsworth: 817-48933

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. 40601) (Gazetted 17 August 2018)

Shared Services ICT

Business Application Management

CIT ICT

Paul Jambor: 827-61806

From: Information Technology Officer Class 2 \$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. 17244) (Gazetted 10 October 2018)

Revenue Management

Operations

Bernada Marija McDonald: 836-11914

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. 36312) (Gazetted 17 August 2018)

Access Canberra

Customer Coordination

Working with Vulnerable People

Drazen Persic: 780-03578

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. 28801) (Gazetted 31 July 2018)

Revenue Management

Operations

Kellie Seal: 848-76113

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. 36772) (Gazetted 17 August 2018)

Shared Services

Information and Communications Technology

Technology Services

Matthew Thomson: 817-49469

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

Chief Minister, Treasury and Economic Development

To: Infrastructure Officer 2 \$79,919 - \$91,947

Chief Minister, Treasury and Economic Development, Canberra (PN. 15060) (Gazetted 13 July 2018)

Education

School Performance and Improvement

North and Gungahlin Network

Cranleigh School

Beverly Susan Clark: 772-20263

From: School Assistant 3 \$51,053 - \$54,947

Education

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

Education, Canberra (PN. 38659) (Gazetted 23 July 2018)

School Performance and Improvement

Tuggeranong Network

Erindale College

Tracy Lee Costigan: 711-04747

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

Education

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

Education, Canberra (PN. 19547) (Gazetted 22 August 2018)

Environment, Planning and Sustainable Development

Environment

Parks and Conservation Services

Parks Reserves and Rural land

Kristy Susan Gould: 772-39263

From: Technical Officer Level 4 \$79,824 - \$91,356

Parks and Partnerships

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

Environment, Planning and Sustainable Development, Canberra (PN. 09902) (Gazetted 18 July 2018)

Health

Canberra Hospital and Health Services

Population Health

Timothy Altamore: 836-01687

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

Health

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

Health, Canberra (PN. 36674) (Gazetted 1 March 2018)

Innovation

Policy and Stakeholder Relations

Adam Brockway: 846-92410

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

Health

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

Health, Canberra (PN. 27253) (Gazetted 19 April 2018)

Canberra Hospital and Health Services

Joel Doherty: 853-63299

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

Health

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

Health, Canberra (PN. 27030) (Gazetted 12 July 2018)

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Belinda Howard: 780-52951

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

Health

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

Health, Canberra (PN. 23716) (Gazetted 9 August 2018)

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Goodwell Mhlanga: 847-02535

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

To: Registered Nurse Level 2 \$88,249 - \$93,533
Health, Canberra (PN. 13946) (Gazetted 12 July 2018)

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Tessa Sealey: 741-17308

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

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 28661) (Gazetted 12 July 2018)