



ACT Government Gazette

Gazetted Notices for the week beginning 26 March 2020

VACANCIES

ACT Health

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

Corporate and Governance

People Strategy

Advisor

Administrative Services Officer Class 5 \$79,253 - \$83,888, Canberra (PN: 44133)

Gazetted: 26 March 2020

Closing Date: 9 April 2020

Details: The ACT Health Directorate are seeking applications from highly motivated and experienced HR administrators to fill the position of Advisor, People Strategy. The successful candidate will be working in a fast paced and high-volume area, being the first point of contact in the directorate for persons seeking advice on a range of HR matters. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Applicants are required to submit three items: 1) statement of claims against specified Selection Criteria; 2) a current curriculum vitae; and 3) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all three items.

Applications should be submitted via the Apply Now button below.

Contact Officer: Deborah Raets (02) 5124 9825 deborah.raets@act.gov.au

Chief Minister, Treasury and Economic Development

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

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

Commercial Services and Infrastructure

Shared Services

Partnership Services Group

Automation Development Officer

Information Technology Officer Class 2 \$85,394 - \$97,732, Canberra (PN: 46689)

Gazetted: 01 April 2020

Closing Date: 15 April 2020

Details: Customer Support Services within Partnership Services Group in ACT Shared Services is passionate about innovation and improving service delivery across the ACT Government to enhance the customer experience. Do you enjoy being involved in project work, where you are able to analyse, design, document, develop, and set up automated processes using Robotic Process Automation (RPA) and other Artificial Intelligence platforms? Is delivery of customer centric outcomes by using your Business Analyst skills to translate and capture requirements of interest to you? Are you someone who is results driven, has experience in delivering robust technical solutions with some knowledge or exposure of coding and basic programming languages? If you think this sounds like you have the skills, then look no further. We are looking for a like-minded person to join our team as an Automation

Development Officer. This role will work closely with various teams under limited supervision to achieve results in a fast paced and deadline driven environment. You will have the exciting opportunity to work in this innovative area, collaborating with stakeholders to integrate systems with the use of robotics, alongside a great team that's committed to delivering quality outcomes. 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: Development experience in Robotic Process Automation (RPA) solutions such as Blue Prism, Automation Anywhere and/or UI Path is strongly desirable.

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

How to Apply: Your suitability for this position will be assessed based on your Skills, Knowledge and Behaviour in relation to the Duties/Responsibilities of the role listed in the Position Description. If you think you're up for it, please send us your curriculum vitae and a two-page pitch using examples to demonstrate the ability, experience and qualification you will bring to the role while outlining why you think you're the best person for this job.

Applications should be submitted via the Apply Now button below.

Contact Officer: Anisa Hasan (02) 6205 7664 anisa.hasan@act.gov.au

Procurement ACT

Procurement Policy and Capability Branch

Procurement Policy Team

Procurement Policy Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 11066)

Gazetted: 27 March 2020

Closing Date: 10 April 2020

Details: This position is part of the Procurement Policy team and works to the Assistant Director Procurement Policy. The Policy team works collaboratively with other teams in Procurement ACT to develop, advise government about, and implement, policies and procedures that are effective, practical and can be readily taken up within the already complex procurement environment. This includes preparation of associated documentation and material to guide procurement staff and be posted on the intranet and/or website. The position has one direct report.

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

How to Apply: Applicants should address the Selection Criteria, with the response to each criterion being no more than 300 words and provide a current curriculum vitae and the names and contact of two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Jan Pearce (02) 6207 2625 jan.pearce@act.gov.au

Strategic Finance

Executive Branch Manager (Financial Controller), Strategic Finance

Executive Level 1.2 \$221,815 - \$230,275 depending on current superannuation arrangements, Canberra (PN: E1122)

Gazetted: 27 March 2020

Closing Date: 10 April 2020

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly experienced candidate to fill the role of Executive Branch Manager, Financial Controller.

The role's responsibilities include:

supporting the Chief Finance Officer in providing strategic and operational financial direction and services to the Directorate and its senior executives;

developing and implementing financial policy;

leading Strategic Finance's transition to an Activity Based Working environment;

developing and maintaining strategic partnerships;

overseeing the management of all aspects of the Directorate's financial management, including internal and external budgeting and reporting, asset management and capital works; and maintaining and improving the Directorate's financial systems environment.

The successful candidate will possess outstanding leadership, management, analytical and conceptual thinking skills and experience. S/he will also have a demonstrated track record of managing a team of professionals to deliver high quality outcomes within tight timeframes and in a complex and demanding environment.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field of study and membership in an appropriate professional body (e.g., CPA/CA) are essential.

Remuneration: The position attracts a remuneration package ranging from \$221,815 to \$230,275 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$169,203.

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

How to Apply: Interested candidates should submit an application addressing the ACT Public Service Executive Capabilities and a current curriculum vitae (including the contact details of two referees).

Applications should be submitted via the Apply Now button below.

Contact Officer: Paul Ogden (02) 6207 9114 paul.ogden@act.gov.au

Shared Services ICT

Customer Engagement Services Branch

ICT Embedded Team

Deputy ICT Manager in the Justice and Community Safety Directorate ICT Embedded Team

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 11303)

Gazetted: 31 March 2020

Closing Date: 7 April 2020

Details: Want a Challenge? Let's trial you in Court! The Justice and Community Safety Directorate Embedded ICT Team is seeking expressions of interest for a Deputy ICT Manager in the Justice and Community Safety Directorate ICT Embedded Team.

Who are we looking for?

Someone who can quickly establish a rapport and maintain a strong collaborative relationship with staff supporting our judicial system. Knowledge of SSICT project and service management tools as well as JACS systems would be highly regarded.

What qualities do you need to have?

Sound technical expertise relating to ACT Government ICT services (including policies and processes).

Be a quick learner with a strong customer focus within a sensitive environment.

Have an understanding of how an impartial environment operates.

Be adaptable and open to a challenge and identify multiple priorities and deliver quality outcomes.

Your day will consist of: Manage Changes within the service management tool (ServiceNow) linked to project tasks in P3M. Manage day to day operations to deliver agreed business outcomes by managing available resources effectively. Work with judicial and administrative staff within the ACT Supreme and Magistrate Courts and the Director of Public Prosecutions providing technical advice while considering the implications for their customers and the broader policy directions set by the ACT Government.

Using ServiceNow to authorise network access requests, prioritising ICT issues, in a recently upgraded Windows 10 environment. 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: Current Baseline security clearance or ability to obtain and hold a baseline security clearance is mandatory. Information Technology Infrastructure Library (ITIL) Foundations V3 Certificate (or above) is highly regarded.

Notes: This is a temporary position available from the 14 April 2020 until 9 April 2021 with the possibility of permanency. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months. This position will be moving to a new workplace designed for activity-based working (ABW) in 2020. Under ABW arrangements, officers will not have a designated workstation/desk.

Selection may be based on application and referee reports only.

How to Apply: Interested applicants should submit the following documents:

A two-three page pitch paying particular attention to the behavioural capabilities on the attached Position Description. In this pitch you should detail your greatest achievements and how they align with this position and what ability and experience make you suitable for this role. A current Curriculum Vitae. Contact details of two referees

Applications should be submitted via the Apply Now button below.

Contact Officer: Andrew Wlodek (02) 6207 1198 andrew.wlodek@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

Business Services Division

People and Performance

HR Strategy

Director – HR Strategy and Data

Senior Officer Grade B \$126,577 - \$142,494, Canberra (PN: 35723)

Gazetted: 26 March 2020

Closing Date: 9 April 2020

Details: The Director of the HR Strategy and Data team is responsible for the development and implementation of the Directorate's strategic Workforce Plan and all associated workforce strategies that support related attraction and retention initiatives.

The HR Strategy and Data Director is also responsible for workforce data and reporting, including Ministerial requests, Annual Report and internal PowerBI dashboards. This role supports delivery of a high performing Directorate and a leading learning organisation, where our people know they matter.

The HR Strategy Team sits within the People and Performance Branch and is responsible for providing programs and initiatives that support capability and engagement of our employees.

The team also manages all entry level programs, supporting talent attraction and partners with our stakeholders to deliver user centred initiatives, programs and resources. The Director will form part of our branch leadership team that work together to deliver a proactive and collaborative approach to HR.

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

Eligibility/Other Requirements:

Desirable: Relevant tertiary qualifications or extensive experience in a similar role would be advantageous.

Professional memberships relevant to HR would be an advantage and/or AHRI Professional Accreditation/ Practicing Certificate.

Note: This is a temporary position available immediately until 31 December 2020 with the possibility of permanency. Selection may be based on application and referee reports only. An order of merit will be established from this selection process and may be used to fill future identical vacancies over the next 12 months.

How to Apply: Please submit a written response to the Selection Criteria (maximum two pages), curriculum vitae and contact details for two referees.

Applications should be submitted via the Apply Now button below.

Contact Officer: Michelle Caulfield (02) 6207 7613 michelle.caulfield@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>

Clinical Services

Critical Care

Emergency Department

COVID 19 - Enrolled Nurse

Enrolled Nurse \$60,837 - \$64,999, Canberra (PN: CV0025)

Gazetted: 02 April 2020

Closing Date: 24 December 2020

Overview of the work area and position: Canberra Hospital's ED is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. The ED is a 73 bed unit with both acute and non-acute services. ED is patient centred department and provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. The Enrolled Nurse supports the Registered Nurse/Midwife in the provision of patient - centred care. Nurses at this level work under the direction and supervision of the Registered Nurse/Midwife, however at times the Enrolled Nurse retains responsibility for his/her actions and remains accountable in providing patient care.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Enrolled Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Desirable: (a) A enrolled whose qualification meets the minimum standard for registration in Australia, with a minimum of one year full-time equivalent (FTE) post registration experience in the relevant field. 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 and vaccination processes against specified infectious diseases.

Note: A maximum 2 page expression of interest addressing the selection criteria, a current Curriculum vitae and two professional referee reports whom are aware of your application.

Contact Officer: Kendra Kemister (02) 5124 7130 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, Ground Level, Building 23 The Canberra Hospital, GARRAN ACT 2606

Transport Canberra and City Services

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

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

City Services

Roads ACT

Business Support

Contracts and Procurement Manager

Senior Officer Grade C \$107,475 - \$115,687, Canberra (PN: 40437)

Gazetted: 30 March 2020

Closing Date: 20 April 2020

Details: Roads ACT are looking for an experience Contract and Procurement Manager to assist the team with specialist advice on procurements, tenders and contract processes as well as assisting in the planning, programming and delivery of compliant and best practice procurement services. The successful candidate will be able to engage successfully with the team to provide compliance and governance to all procurement/contract processes. See the position description for more details. The ACT Public Service supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability, culturally diverse people and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A qualification in government procurement and contracting is mandatory with experience in construction-related procurements and contracts highly desirable.

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

This position will work across all Roads ACT locations (Dickson and Fyshwick). Within the Dickson location, we are moving to activity-based working (ABW) in mid-2020. Under ABW arrangements, officers will not have a designated workstation/desk. Due to the current limited working arrangements due to COVID-19, this recruitment process may take longer than usual. Additionally, interviews will be undertaken via Webex in place of face-to-face.

How to Apply: Applicants should address the Selection Criteria ('What you require' in the position description) limiting responses to no more than on A4 page per criteria; provide a current curriculum vitae and two referees.

Applications should be submitted via the Apply Now button below.

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.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@act.gov.au

Canberra Health Services

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

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

People and Culture

HRM Executive Unit

Executive

Senior Director Workforce, Strategy and Planning

Senior Officer Grade A \$147,006, Canberra (PN: 42873)

Gazetted: 02 April 2020

Closing Date: 9 April 2020

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

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

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

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

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

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services. Overview of the work area and position

Overview of the work area and position

The Senior Director, Workforce, Strategy and Planning will work closely with executive and management teams to deliver operational implementation of human resource strategies relating to a diverse range of human resource and industrial relation functions across the Canberra Health Services to achieve a sustainable, engaged and high performing workforce. Working as a member of the People and Culture Executive, the Senior Director, Workforce, Strategy and Planning will lead a team of HR Professionals to deliver strategically aligned workforce solutions in areas including change management, diversity and inclusion, learning and development, industrial and employee relations, pay and benefits, rewards and recruitment. As a key leader within the People and Culture Branch, Senior Director, Workforce, Strategy and Planning will collaborate with leaders across CHS to drive an agency wide positive workplace culture focused on performance. This position plays a critical role planning and designing clinical and non-clinical workforce needs to provide an integrated and client focused delivery of healthcare. Critical to the success of the workforce planning team is the ability to balance the need for consistency, and the importance of local, responsive and flexible approaches to workforce planning, while considering all internal and external impacts on the workforce and the organisation.

In addition, this position assists the Executive Group Manager, People and Culture with the development and implementation of strategic initiatives across the organisation. This position will work directly to the Executive Group Manager, People and Culture and will be required in some instances to represent the Executive Group Manager at executive level meetings and coordinate communication of critical information to members of the People and Culture team.

Eligibility/Other Requirements:

Desirable:

Tertiary qualifications or equivalent in workforce planning and/or healthcare management or Human Resource Management.

Knowledge of complex health workforce

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Contact Officer: Janine Hammat (02) 5124 9631 janine.hammat@act.gov.au

Clinical Services

Surgery

Acute Surgical Unit

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$122,360, Canberra (PN: 19372)

Gazetted: 02 April 2020

Closing Date: 13 April 2020

Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

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

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

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

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

Overview of the work area and position

The Acute Surgical Unit is a 16 bed short stay inpatient unit delivering patient centred care post-surgery.

The Clinical Nurse Consultant (CNC) for the Acute Surgical Unit is:

responsible for the day to day operational management of services within the ward including the management of nursing workloads/ models of care and patient flow both internal and external to the ward, to provide expert clinical leadership and management within a nursing and multidisciplinary team, to embed and maintain the National Safety and Quality Health Service Standards (NSQHSS) at a ward level, to develop and maintain collaborative partnerships with internal and external stakeholders to facilitate timely and appropriate patient flow. 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:

Mandatory:

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

Desirable:

Post graduate qualification in or working towards a higher degree in Health Services Management.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

How to Apply

For more information on this position and how to apply "click here"

Contact Officer: Tania Lawrence (02) 5124 5091 tania.lawrence@act.gov.au

Canberra Hospital and Health Services

Medicine

Resources

Cystic Fibrosis Nurse

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 18493)

Gazetted: 02 April 2020

Closing Date: 13 April 2020

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Our Values: Reliable, Progressive, Respectful and Kind

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Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

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

Overview of the work area and position:

The Department of Respiratory and Sleep Medicine (DRSM) operates from the Canberra Hospital and Health Services campus and provides nursing services to both inpatient and outpatients for Tuberculosis (TB) case management, TB employment screening, smoking cessation, asthma education, Cystic Fibrosis and supporting the Medical Officers (MO) clinics.

The Cystic Fibrosis (CF) Nurse position within the nursing team is responsible for coordinating multidisciplinary CF clinics and the care of clients with complex needs related to Cystic Fibrosis. The role of the CF nurse is to work with the Cystic Fibrosis team and the clients to reduce hospital admissions, reduce morbidity and mortality and improve the patient's journey through the health system.

Eligibility/Other Requirements

Mandatory:

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

Desirable:

Hold a current driver's licence,

Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

This is a part-time position available at 19 hours per week and the full-time salary noted above will be paid pro-rata.

How to Apply

For more information on this position and how to apply "click here"

Contact Officer: Kim Bailey (02) 5124 2702 kim.bailey@act.gov.au

Clinical Services

Surgery

Surgical Wards

Registered Nurse Level 2

Registered Nurse Level 2 \$94,409 - \$100,061, Canberra (PN: 22211)

Gazetted: 02 April 2020

Closing Date: 9 April 2020

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

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

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

Overview of the work area and position

Ward 10A – General Surgical and Ophthalmology, is a 28 bed inpatient unit delivering patient centred care and focus on the management of patients who have had abdominal surgery and require stoma care. Ward 10A is also responsible for the safe patient centred care to trauma patients.

Ward 10A has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model.

The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice and provide guidance to less experienced nursing staff and students.

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

Eligibility/Other Requirements:

Mandatory:

Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Desirable:

Three years full time post registration in Nursing,

Experience and demonstrated competence (knowledge, skills and attitude) within the specialities of General Surgery and Ophthalmology nursing.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Divya Seethilal 02 5124 2364 divya.seethilal@act.gov.au

Finance and Business Intelligence

Health Information Services

Research and Quality Officer

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 25555)

Gazetted: 02 April 2020

Closing Date: 9 April 2020

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

Overview of the work area and position

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

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

This position is responsible for: The provision of morbidity data and clinical records for research projects, audits and quality assurance activities in a busy, tertiary hospital. The successful applicant will have, excellent IT and communication skills and the ability to interact with clinical staff in discussions regarding research projects.

The successful applicant will be heavily involved in the Junior Medical Officer (JMO) Orientation program and will also liaise closely with the Australian National University Medical School in the training of medical students in the use of the Clinical Patient Folder scanned record system and research processes.

This position also monitors the fax gateway which distributes the electronic discharge summaries and is involved in the testing of new templates from the clinical portal which feeds into this system.

As part of the HIS management team, this position is also responsible for assisting in the overall management of the Health Information Services, including assistance with internal quality activities and the on-going maintenance of relevant policies and procedures.

Eligibility/Other Requirements:

Mandatory:

Bachelor of Applied Science (Health Information Management) or equivalent qualification or eligibility for admission to full membership of the Health Information Management Association of Australia.

Must hold a current Australian driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note: This position is being advertised in parallel with Research and Quality Officer under the Administrative Services Officer classification (reference 01P7B). Applicants will be assessed together with one successful applicant being selected for the position.

Contact Officer: Kerri McGufficke (02) 5124 3331 kerri.mcgufficke@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Social Worker/Occupational Therapist/Psychologist

Health Professional Level 3 \$93,346 - \$98,359 (up to \$103,237 on achieving a personal upgrade), Canberra (PN: 38020)

Gazetted: 02 April 2020

Closing Date: 16 April 2020

Details: Our Vision: Creating exceptional health care together.

Our Role: To be a health service that is trusted by our community.

Our Values: Reliable, Progressive, Respectful and Kind

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

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

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

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

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

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

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

Overview of the work area and position

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)
- Justice Health Services (JHS)

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues.

Under the direction of the Manager of CAMHS Specialist Youth Mental Health Outreach (SYMHO), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team.

Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

Eligibility/Other Requirements:

For Occupational Therapy –

Mandatory:

Be registered or eligible for registration with Occupation Therapy Board of Australia

Eligibility for professional membership of Occupational Therapy Australia

Applicants must have a minimum of three years (ideal five years) post-qualification experience

Current driver's licence.

For Psychology –

Mandatory:

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

Applicants must have a minimum of three years (ideal five years) post-qualification experience

Current driver's licence.

For Social Work –

Mandatory:

Degree in Social Work

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

Applicants must have a minimum of three years (ideal five years) post-qualification experience.

Current driver's licence.

Highly Desirable:

Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for 4 +2 Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students.

Highly desirable, for all disciplines:

Previous experience working in mental health sector, post qualification.

Previous experience working with young people.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

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

Comply with Canberra Health Services credentialing requirements for allied health professionals.

Comply with Canberra Health Services Occupational Assessment, Screening and Vaccination policy.

Note: Selection may be based on written application and referee reports only. An order of merit may be established to fill future permanent and temporary vacancies at level, which may arise over the next 12 months.

Contact Officer: Laura Dawel (02) 5124 2975 laura.dawel@act.gov.au

Finance and Business Intelligence

Health Information Services

Research and Quality Officer

Administrative Services Officer Class 6 \$85,394 - \$97,732, Canberra (PN: 19710)

Gazetted: 02 April 2020

Closing Date: 9 April 2020

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

Overview of the work area and position

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

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

This position is responsible for

The provision of morbidity data and clinical records for research projects, audits and quality assurance activities in a busy, tertiary hospital. The successful applicant will have, excellent IT and communication skills and the ability to interact with clinical staff in discussions regarding research projects.

The successful applicant will be heavily involved in the Junior Medical Officer (JMO) Orientation program and will also liaise closely with the Australian National University Medical School in the training of medical students in the use of the Clinical Patient Folder scanned record system and research processes.

This position also monitors the fax gateway which distributes the electronic discharge summaries and is involved in the testing of new templates from the clinical portal which feeds into this system.

As part of the HIS management team, this position is also responsible for assisting in the overall management of the Health Information Services, including assistance with internal quality activities and the on-going maintenance of relevant policies and procedures.

Eligibility/Other Requirements:

Mandatory:

Must hold a current Australian driver's licence.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police Check.

Note:

This position is being advertised in parallel with Research and Quality Officer under the Health Professional classification (reference 01P7D). Applicants will be assessed together with one successful applicant being selected for the position.

Contact Officer: Kerri McGufficke (02) 5124 3331 kerri.mcguifficke@act.gov.au

Clinical Services

Adult Acute Mental Health Services

Adult Mental Health Unit

Creative Arts Therapist

Health Professional Level 2 \$66,096 - \$90,737, Canberra (PN: 23020)

Gazetted: 02 April 2020

Closing Date: 13 April 2020

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

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

Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

Adult Acute Mental Health Services

Adult Community Mental Health Services

Alcohol and Drug Services
Child and Adolescent Mental Health Services (CAMHS)
Dhulwa Mental Health Unit
Justice Health Services, and
Rehabilitation and Specialty Mental Health Services
Overview of the work area and position

The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation.

At this level it is expected that the HP2 Creative arts therapist will be an integral member of the AMHU team and will provide, under routine supervision, high quality art therapy services that will achieve sound outcomes for people within a therapeutic secure environment. The Creative Arts Therapist will contribute significantly to the therapeutic outcomes of people receiving care at the AMHU. All staff of the AMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

The position will report operationally to the Allied Health Manager of AMHU/MHSSU. Professional governance of this position will come from the Director of Allied Health Office (MHJHADS).

Eligibility/Other Requirements:

A Master's degree in Art Therapy (eg Art Therapy/ Music Therapy/ Creative Arts Therapy/ Dramatherapy).

Eligibility for membership of the Australian and New Zealand Arts Therapy Association (ANZATA).

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

Applicants must have a minimum of 12 months paid work experience, post qualification, in a related /relevant organisation/service.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with Canberra Health Services credentialing and scope of clinical practice requirements for allied health professionals.

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

Note: This is a part-time permanent position available at 18.38 hours per week and the full-time salary noted above will be paid pro-rata. This part time position is within Adult Mental Health Unit working business hours Monday to Friday.

Contact Officer: Roz Fitzgerald 02 5124 5401 roz.fitzgerald@act.gov.au

Clinical Services

University of Canberra Hospital

Centre for Rehabilitation

Allied Health Assistant, Rehabilitation At Home

Allied Health Assistant 3 \$65,380 - \$68,590 (up to \$72,560 depending on qualification level), Canberra (PN: 36096)

Gazetted: 02 April 2020

Closing Date: 14 April 2020

Details: Our Vision: creating exceptional health care together

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

Six community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

Overview of the Work Area and Position

The Rehabilitation At Home (RaH) service provides up to six weeks of intensive goal-directed interprofessional rehabilitation for persons within their home or community environments. The RaH service aims to maximise a person's recovery and functional independence following a recent functional deterioration. The RaH service also aims to facilitate early discharge from hospital or prevent hospital admission by providing intensive rehabilitation. The RaH service is comprised of physiotherapy, occupational therapy and allied health assistants, with the ability to partner with other allied health, nursing and medical services as required. Under the direct or indirect supervision of an Allied Health Professional the AHA in RaH plays a key role in the day to day functioning of the service and operates at an extended level.

The RaH service is part of, and is well supported by other services that comprise Brindabella Rehabilitation Services, which operate from the University of Canberra Hospital, Bruce. This AHA position also provides leadership for Allied Health Assistants within Brindabella Rehabilitation Services.

Eligibility/Other Requirements:

Mandatory:

Certificate IV (or equivalent) in Allied Health Assistance.

A minimum of three years' experience as an Allied Health Assistant.

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

Current driver's licence.

Desirable: Previous experience working in the rehabilitation and aged care sector.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check

Note: This position(s) maybe required to participate in overtime, on call and/or rotation roster. This recruitment may be used to fill future permanent and temporary, full-time and part-time positions within CHS from an established merit list.

Contact Officer: Megan Sullivan (02) 5124 0155 megan.sullivan@act.gov.au

Clinical Services

Medicine

Medical

Booking and Scheduling

Administrative Services Officer Class 3 \$64,230 - \$69,125, Canberra (PN: 40836)

Gazetted: 02 April 2020

Closing Date: 9 April 2020

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

Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

Seven community health centres: providing a range of general and specialist health services to people of all ages. A range of community based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services.

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 general direction this position provides administrative support to the Diabetes and Endocrinology outpatient department by assisting with the management of referrals and the booking and scheduling of appointments, billing of services rendered and patient record management whilst providing a high level of customer service as well as other general administrative duties.

Outpatient Services (Ambulatory Care) includes all health services provided without the need for admission to hospital. A wide range of services are offered in Medicine Ambulatory Care settings including assessment and follow up appointments which allow clients to better manage acute and chronic conditions while reducing the reliance on hospitals. This position will report to the Office Manager of the Diabetes and Endocrinology Service.

Eligibility/Other Requirements

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

How to Apply

For more information on this position and how to apply "click here"

Contact Officer: Leticia Campbell (02) 5124 5311 leticia.campbell@act.gov.au

Infrastructure Management and Maintenance

Business Support Services

Sterilising Mitchell

Team Leader

Sterilising Services Technical Officer Level 2 \$63,365 - \$72,560, Canberra (PN: 29349)

Gazetted: 02 April 2020

Closing Date: 9 April 2020

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

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

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services. Overview of the work area and position

Overview of the Work Area and Position

The Infrastructure and Health Support Services Division is responsible for facilities and asset management, delivery of capital and minor projects, and infrastructure services, support and operations. The Sterilising Services section is embedded within this Division.

Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMD). SS provides reprocessing of RMD, purchasing, instrument repairs and maintenance.

SS is organised into the following functional areas:

SS at Mitchell, including management and administration

Sterilising Unit at CH

Sterilising Unit at CPHB

Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

Eligibility/Other Requirements:

Mandatory/highly desirable:

Certificate III in Sterilising

Certificate IV in Sterilising (HTL47015), or Certificate IV in Leadership and Management (BSB40215)

Minimum five years previous experience working in a sterilising services department including sound knowledge of AS/NZS 4187:2014

Desirable:

A current driver's license is highly desirable.

Experience in leading and mentoring teams.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Note: This position involves participating in a rotating roster. The rotating shift roster will require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, Canberra Hospital including Central Reprocessing Unit and Calvary Hospital, please note, Calvary Hospital has an additional shift rotation of 2:30pm – 11:00pm).

Contact Officer: Natalie Ogilvie 5124 2283 natalie.ogilvie@act.gov.au

Clinical Services

Rehabilitation Aged Care and Community Services

Oral Health Services

Qualified Dental Assistant

Dental Assistant Level 2 \$56,694 - \$66,290, Canberra (PN: 25920)

Gazetted: 02 April 2020

Closing Date: 14 April 2020

Details: Our Vision: creating exceptional health care together

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

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.

The Dental Health offers a range of dental services to the community, these include:

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

Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card.
Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card.

Overview of the Work Area and Position

The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra.

Eligibility/Other Requirements:

Mandatory:

Certificate III in Dental assisting or equivalent as per relevant enterprise agreement

Desirable:

Current driver's licence.

Certificate IV in Dental assisting or equivalent as per relevant enterprise agreement

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

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

Note: Some out of hours work including the treatment of emergency patients by roster.

Contact Officer: Donna Butcher (02) 5124 1511 donna.butcher@act.gov.au

Infrastructure Management and Maintenance

Logistic Support

Supply Administration

Store person

Health Service Officer Level 4/5 \$53,444 - \$59,074, Canberra (PN: 26250, Several)

Gazetted: 02 April 2020

Closing Date: 9 April 2020

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additional outpatient services. Four Walk-in Centres: which provide free treatment for minor illness and injury. Six community health centres: providing a range of general and specialist health services to people of all ages.

A range of community-based health services including Early Childhood Services, Youth and Women's Health, Dental Health, Mental Health, Alcohol and Drug Services. Overview of the work area and position

Overview of the work area and position

Logistic Support Services is a section within Infrastructure and Health Support Services (IandHSS). The function of the Logistic Support Services includes Domestic and Environmental Services, Food Service, Sterilising Services, and Supply. Supply Services provides clinical products to the Health Services in ACT, primarily being Canberra Hospital, as well as warehousing and distribution of the products.

The position reports to the Store Supervisor of Canberra Health Services, Supply Services.

To be successful in this position, you will need to have proven experience in all aspects of stores management (i.e. issues, receipts, picking, stock-taking, etc.) in a large and busy warehouse environment operating in a computerised purchasing and inventory control system. This position is rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital.

Eligibility/Other Requirements:

Desirable: Relevant work experience highly desired

Current Driver's Licence. Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

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

Contact Officer: Jacqueline Williams (02) 5124 3109 jacqueline.williams@act.gov.au

Logistic Support Services

Food Services

Health Services Officer

Health Service Officer Level 2/3 \$48,463 - \$53,444, Canberra (PN: C06327, several)

Gazetted: 02 April 2020

Closing Date: 9 April 2020

Details: Our Vision: creating exceptional health care together

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

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

Overview of the Work Area and Position

This role is for Food Services Area.

The Infrastructure and Health Support Services Group is responsible for the infrastructure delivery, maintenance and a diverse array of non-clinical support services with the primary focus of delivering timely patient centric solutions across the CHS organisation.

The function of the Food Service Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra.

The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital.

Food Service is organised into the following functional areas:

Operation Support Services - Food preparation and Food Production,

Patient Services – Meal Plating and Rethermalisation / Meal deliveries to patients/Menu monitors,

Cafeteria – Food, meals and drinks for staff and guests,

Stores – Receipt, dispatch and storage of perishable and non-perishable food supplies,

External sites, Dhulwa and other Community Centres.

Eligibility/Other Requirements:

Desirable:

Food Industry recognized qualification,

Current driver's licence.

Minimum of two years' experience in a Hospital/Food Industry environment.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check,

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

Note: There are several casual position available from this recruitment process.

Contact Officer: Sanjay Prasad (02) 5124 2177 sanjay.prasad@act.gov.au

Chief Operating Officer Clinical Services

Critical Care

Intensive Care Unit

Clinical Care Coordinator

Registered Nurse Level 3.1 \$108,237 - \$112,691, Canberra (PN: 15603, Several)

Gazetted: 02 April 2020

Closing Date: 13 April 2020

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

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

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

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

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

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

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

Overview of the work area and position: The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic Surgery and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650,000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. This position provides high level support in coordinating and managing the patient flow in the Intensive Care Unit to facilitate timely access to critical care beds. Applicants should be self-motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for their own practice standards, education activities delegated to others, and the guidance and development of Intensive Care Unit nursing staff.

Eligibility/Other Requirements

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

Desirable:

Has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years

Holds or progressing towards a tertiary qualification at Masters Level.

Prior to commencement successful candidates will be required to:

Undergo a pre-employment National Police check.

Comply with CHS credentialing requirements for allied health.

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

Note: These temporary positions are available for a period of 10 months. Selection may be based on application and referee reports only.

Contact Officer: Amanda McCarthy 02 5124 2756 Amanda.McCarthy@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drugs Services

Justice Health Services

Therapy Manager

Health Professional Level 4 \$107,475 - \$115,687, Canberra (PN: 36052)

Gazetted: 02 April 2020

Closing Date: 15 April 2020

Details: Our Vision: creating exceptional health care together

Our Role: to be a health service that is trusted by our community

Our Values: Reliable, Progressive, Respectful and Kind

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

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

The Canberra Hospital: a modern 600-bed tertiary hospital providing trauma services and most major medical and surgical sub-specialty services. University of Canberra Hospital Specialist Centre for Rehabilitation, Recovery and Research: a dedicated and purpose-built rehabilitation facility, with 140 inpatient beds, 75-day places and additional outpatient services. Mental Health, Justice Health, Alcohol and Drug Services provide a range of health services from prevention and treatment through to recovery and maintenance at a number of locations and in varied environments for people suffering from mental health issues.

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

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

A range of community-based health services including early childhood services, youth and women's health, dental health, mental health and alcohol and drug services.

Overview of the work area and position:

The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age.

The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016.

DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services.

The Extended Care Unit (ECU) is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services.

DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division.

In this position it is expected that you will provide clinical leadership and guidance to the Allied Health workforce, as well as provide oversight and apply quality improvement processes to the therapy program undertaken within the DMHU and ECU. You will provide regular input into, and form an integral part of, the multidisciplinary team of the DMHU and ECU. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements:

Mandatory (dependent on applicant's professional group as shown below):

Social Work:

Degree in Social Work

Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW)

Registration under the ACT Working with Vulnerable People Act 2011

Applicants must have a minimum of five years post-qualification experience

Occupational Therapy:

Be registered or eligible for registration with Occupational Therapy Board of Australia under AHPRA.

Applicants must have a minimum of five years post-qualification experience.

Psychology:

Be registered or be eligible for general registration with Psychology Board of Australia under AHPRA.

Applicants must have a minimum of five years post-qualification experience.

Desirable:

Current driver's license.

Prior to commencement successful candidates will be required to:

Comply with CHS credentialing requirements for allied health.

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

Undergo a pre-employment National Police check.

Note: This is a temporary position available for seven months.

Contact Officer: Tash Lutz (02) 5124 1684 tash.lutz@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$107,475 - \$115,687

Catherine Cunningham 865-55890, Section 68(1), 1 April 2020

Senior Officer Grade A \$147,006

Barbara Hoyle 863-14034, Section 68(1), 24 March 2020

Administrative Services Officer Class 5 \$79,253 - \$83,888

Michael Potter 858-54522, Section 68(1), 20 March 2020

Administrative Services Officer Class 4 \$71,309 - \$77,212

Melia Purbaningrum 858-55365, Section 68(1), 6 April 2020

Information Technology Officer Class 1 \$69,125 - \$78,687

Jennifer Purnell 858-61124, Section 68(1), 27 March 2020

Education

School Psychologist \$81,210 - \$116,546

Jade Goodman 862-81113, Section 68(1), 24 March 2020

School Psychologist \$81,210 - \$116,546

Katrina Reese 862-81121, Section 68(1), 30 March 2020

Health Professional Level 2 \$66,096 - \$90,737

Josephine Veitch 858-69281, Section 68(1), 31 March 2020

Health Professional Level 2 \$66,096 - \$90,737

Maddison Wallace 862-75581, Section 68(1), 31 March 2020

Justice and Community Safety

Administrative Services Officer Class 6 \$85,394 - \$97,732

Damon Croke 863-48090, Section 68(1), 30 March 2020

Administrative Services Officer Class 4 \$71,309 - \$77,212

Le Tran 853-70202, Section 68(1), 30 March 2020

Transport Canberra and City Services

General Service Officer Level 3/4 \$50,373 - \$55,009

Stephen Broderick 848-78784, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Lee Cassidy 853-78490, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Michael Clancy 836-14701, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Charles Edmond 844-77091, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Emma Featherstone 858-70207, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Bonnie Greene 858-77572, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Michael Guillot 836-07798, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Eligh Hart 853-75804, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Thomas Hopper 853-68903, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Bradley Howell 827-31797, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Michael Jukic 858-60041, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Jake Masters 844-80346, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

John McGee 853-50324, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Kevin Minogue 836-07173, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Roger O'Brien 853-65286, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Joshua Page 847-04362, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Benjamin Roach 836-03041, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Luke Sheehy 844-80733, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Christopher Skillin 853-75249, Section 68(1), 1 April 2020

General Service Officer Level 3/4 \$50,373 - \$55,009

Joshuah Waters 853-75433, Section 68(1), 1 April 2020

Administrative Services Officer Class 6 \$85,394 - \$97,732

Kevin Crowe 858-75403, Section 68(1), 2 April 2020

Canberra Health Services

Administrative Services Officer Class 2 \$56,689 - \$62,598

Kelly Barnes 862-10008, Section 68(1), 31 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Emer Brewster 853-62974, Section 68(1), 30 March 2020

Health Professional Level 4 \$107,475 - \$115,687

Barbara Browning 843-91255, Section 68(1), 1 April 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Rajita Cheruku 862-10809, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Laura Davies: 86351118, Section 68 (1), 30/03/2020

Senior Officer Grade B \$126,577 - \$142,494

Kara de Lucey Wright 865-55962, Section 68(1), 26 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Lillian Dial 863-50545, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Emilie Evans 863-48867, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Yasmin Fazal 863-50289, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Rachael Featherstone 865-54695, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Elisha Flor 863-50334, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Edward Foot 863-50457, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Lauren Fraser 863-48736, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Ashleigh Goodwin 863-51038, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Joanne Hidalgo-Albarracin 865-56172, Section 68(1), 30 March 2020

Administrative Services Officer Class 2 \$56,689 - \$62,598

Maddison Hollands 862-08776, Section 68(1), 31 March 2020

Health Professional Level 2 \$66,096 - \$90,737

Alyssa Hughes 861-31406, Section 68(1), 1 April 2020

Pharmacist Level 4 \$113,851 - \$122,566

Euna Hwang 865-55786, Section 68(1), 30 March 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Brianna Jack 861-32310, Section 68(1), 1 April 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Hannah Johnston 865-54708, Section 68(1), 30 March 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Katherine MacLeod 863-47661, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Thelma Maoko 865-56084, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Kathleen McIntyre 863-48293, Section 68(1), 30 March 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Arabella McMahon 863-50510, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Haylee Norris 861-30702, Section 68(1), 2 April 2020

Administrative Services Officer Class 2/3 \$56,689 - \$69,125

Kim O'Mahony 865-56324, Section 68(1), 1 April 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Deepika Pandit Khadka 865-54572, Section 68(1), 30 March 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Brittney Perry 857-91138, Section 68(1), 26 March 2020

Enrolled Nurse Level 1 \$61,658 - \$65,876

Tammara Reynolds 865-56041, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Sharada Sharma Acharya 865-55524, Section 68(1), 30 March 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Carly Tahana 863-47397, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Alexandra Thomson 865-55129, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Delmy Torres 865-54716, Section 68(1), 30 March 2020

Registered Nurse Level 1 \$67,984 - \$90,814

Anjel Unwin 863-50887, Section 68(1), 30 March 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Megan Wearden 863-48824, Section 68(1), 30 March 2020

Registered Midwife Level 1 \$67,984 - \$90,814

Catherine West 865-54740, Section 68(1), 30 March 2020

ACT Health

Health Professional Level 2 \$66,096 - \$90,737

Sudeep Bista 859-51410, Section 68(1), 26 March 2020

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

Information Technology Officer Class 2 \$85,394 - \$97,732

Wendy Kurniawan 865-56017, Section 68(1), 30 March 2020

Senior Officer Grade B \$126,577 - \$142,494

Justeen Stapleton 848-78506, Section 68(1), 25 March 2020

Senior Officer Grade C \$107,475 - \$115,687

Susan Weld 863-49085, Section 68(1), 30 March 2020

TRANSFERS

ACT Audit Office

Kate Mest: 835-41477

From: Classroom Teacher \$71,113 - \$106,448
Education

To: †Senior Auditor \$86,240 - \$105,023
ACT Audit Office, Canberra (PN. 36769) (Gazetted 30 January 2020)

Canberra Institute of Technology

Rikkilee Norris: 835-97876

From: Senior Officer Grade C \$107,475 - \$115,687
Canberra Institute of Technology

To: †Senior Officer Grade C \$107,475 - \$115,687
Canberra Institute of Technology, Canberra (PN. 40055) (Gazetted 21 February 2020)

Chief Minister, Treasury and Economic Development

Mehran Andisheh Far: 853-47934

From: Information Technology Officer Class 1 \$69,125 - \$78,687
Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 1 \$69,125 - \$78,687
Chief Minister, Treasury and Economic Development, Canberra (PN. 25970) (Gazetted 8 January 2020)

Canberra Health Services

Kathryn Hayes: 858-69505

From: Registered Nurse Level 2 100,061
Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061
Canberra Health Services, Canberra (PN. 29154) (Gazetted 27 January 2020)

Michelle Raaschou: 839-25657

From: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services

To: Registered Nurse Level 2 \$94,409 - \$100,061

Canberra Health Services, Canberra (PN. 41958) (Gazetted 30 January 2020)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Commercial Services and Infrastructure

Shared Services

Strategic Finance - Costing and Analysis

Casey Barton: 858-53220

From: Administrative Services Officer Class 3 \$64,230 - \$69,125

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 14239) (Gazetted 18 March 2019)

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

Access Canberra

Projects, Governance and Support

Finance and Budgets

Ronald Leonard: 757-49198

From: Senior Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$147,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 35192) (Gazetted 17 February 2020)

CMTEDD Communications and Engagement

Communications and Engagement Service

Dion Pretorius: 858-78647

From: Senior Officer Grade B \$126,577 - \$142,494

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$147,006

Chief Minister, Treasury and Economic Development, Canberra (PN. 31351) (Gazetted 31 January 2020)

Access Canberra

Licensing and Registrations

Community and Business Licensing

Cecilia Tupou: 848-68252

From: Administrative Services Officer Class 4 \$71,309 - \$77,212

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$79,253 - \$83,888

Chief Minister, Treasury and Economic Development, Canberra (PN. 14816) (Gazetted 29 October 2019)

Education

Business Services

People and Performance

Business Partnering

Anthony Goodwin: 799-97420

From: Senior Officer Grade C \$107,475 - \$115,687
Canberra Health Services
To: †Senior Officer Grade B \$126,577 - \$142,494
Education, Canberra (PN. 43945) (Gazetted 10 February 2020)

Justice and Community Safety

Emergency Services Agency

People, Culture and Training

Katherine Browning: 827-14938

From: Senior Officer Grade C \$107,475 - \$115,687
Justice and Community Safety
To: †Senior Officer Grade B \$126,577 - \$142,494
Justice and Community Safety, Canberra (PN. 45481) (Gazetted 11 November 2019)

ACT Corrective Services

Office of the Commissioner

Ministerial Support Unit

Hannah Cheney: 858-72229

From: Administrative Services Officer Class 4 \$71,309 - \$77,212
Justice and Community Safety
To: Administrative Services Officer Class 6 \$85,394 - \$97,732
Justice and Community Safety, Canberra (PN. 11209) (Gazetted 30 January 2020)

ACT Government Solicitor

Government Law

Josephine Hampton: 827-45435

From: Government Solicitor 1 \$70,650 - \$105,793
Justice and Community Safety
To: †Government Solicitor 2 \$110,874 - \$133,039
Justice and Community Safety, Canberra (PN. 43181) (Gazetted 26 June 2019)

Transport Canberra and City Services

City Services

City Presentation

Licensing and Compliance

Pamela Ellis: 853-46739

From: Administrative Services Officer Class 5 \$79,253 - \$83,888
Transport Canberra and City Services
To: Administrative Services Officer Class 6 \$85,394 - \$97,732
Transport Canberra and City Services, Canberra (PN. 03027) (Gazetted 18 March 2020)
Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current collective/enterprise Agreement provisions and is non-appealable.

Chief Operating Officer

People and Capability

Organisational Development

Jennifer Plaistowe: 858-64093

From: Administrative Services Officer Class 4 \$71,309 - \$77,212
Transport Canberra and City Services
To: Administrative Services Officer Class 6 \$85,394 - \$97,732
Transport Canberra and City Services, Canberra (PN. 39530) (Gazetted 13 February 2020)

Canberra Health Services

Canberra Health Services

Kirstie Daly: 853-59142

From: Administrative Services Officer Class 3 \$64,230 - \$69,125

Canberra Health Services

To: Administrative Services Officer Class 4 \$71,309 - \$77,212

Canberra Health Services, Canberra (PN. 45717) (Gazetted 19 December 2019)

ACT Health

Health Systems, Policy and Research

Health Protection Service

Business Management Service

Jordan Selems: 861-32919

From: Administrative Services Officer Class 2 \$56,689 - \$62,598

ACT Health

To: Administrative Services Officer Class 3 \$64,230 - \$69,125

ACT Health, Canberra (PN. 29465) (Gazetted 17 February 2020)