



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 22 June 2017**

## VACANCIES

### Canberra Institute of Technology

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

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

#### **CIT Technology and Design**

#### **CIT Building, Engineering and Spatial Information**

#### **Head of Department**

#### **Manager Education Level 1 \$116,494, Canberra (PN: 51872)**

Gazetted: 28 June 2017

Closing Date: 5 July 2017

Details: Canberra Institute of Technology (CIT), Technology and Design College is looking for an experienced Head of Department to lead the Building, Engineering, Spatial and Surveying team. The successful applicant will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals and will contribute to the strategic goals of the College. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: All managers at Manager Education Level 1 or Manager Education Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or its successor). Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Bachelor of Education, Management or relevant higher level qualification; Diploma/Advanced Diploma in one or more Building/Engineering related discipline is desirable. Relevant industry experience is highly desirable though this does not have to be in the discipline being supervised. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Notes: This is a temporary position available from 1 August 2017 until 29 December 2017 with the possibility of extension up to three years.

Contact Officer: Fiona Dace-Lynn (02) 6207 3741 [fiona.dace-lynn@cit.edu.au](mailto:fiona.dace-lynn@cit.edu.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.

#### **Pathways College**

#### **English Language Centre**

#### **Head of Department, English as a Second Language**

#### **Manager Education Level 1 \$116,494, Canberra (PN: 51882)**

Gazetted: 22 June 2017

Closing Date: 29 June 2017

Details: Canberra Institute of Technology (CIT) Pathways College is looking for an experienced Head of Department to lead the English as a second language team. The Head of Department will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental goals and will contribute to the strategic goals of the College. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/other Requirements: 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Mandatory qualifications and/or registrations/licensing: All managers at Manager Education – Level 1 or Manager Education – Level 2 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor), and an Advanced Diploma in Adult Learning and Development (or its successor). As Head of Department of English Language Programs delivering certificates in spoken and written English all teachers must hold: A recognised bachelor degree and a recognised post graduate Teaching English as a Second Language (TESOL) qualification that consists of no less than 100 contact hours and covers grammar of English, language learning, TESOL methodology and includes a practicum. Or A Bachelor of Education with a TESOL major or equivalent that includes a practicum. Where a manager undertakes a teaching activity, the manager must also hold vocational qualifications equal or higher to that being taught. Industry Experience: Relevant industry experience is highly desirable, though this does not have to be in the discipline being supervised. Bachelor of Education, Management or relevant higher level qualification and previous experience in managing a teaching department is desirable.

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

Contact Officer: Lucy Marchant (02) 6207 4956 [lucy.marchant@cit.edu.au](mailto:lucy.marchant@cit.edu.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.

#### **CIT Brand and Business Development**

#### **CIT International and Business Support**

#### **Business and Market Engagement Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15519, several)**

Gazetted: 23 June 2017

Closing Date: 7 July 2017

Details: Canberra Institute of Technology's (CIT) Brand and Business Development Division is seeking exceptional individuals to fill the roles of Business and Market Engagement Officers. The team will trial new ways of working under the Strategic Compass Business Development and Industry Partnerships Project; be committed to working collaboratively across CIT to know and understand program offerings; have a passion for marketing CIT's Vocational Education and Training (VET) programs to businesses/customers in the ACT and region. The team will be responsible for the development and coordination of existing and priority market initiatives, and will contribute to the growth of CIT by working collaboratively and leveraging the expertise across CIT to deliver innovative training solutions for external stakeholders, customers and students. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Experience in industries relevant to CIT such as building and construction (all trade areas); Business and market engagement experience; management and commerce; food, hospitality and personal services; health care and social assistance; early childhood; and public administration and safety will be considered favourably.

Notes: These are temporary positions available for a period of six months with the possibility of extension.

Contact Officer: Elizabeth Nair (02) 6207 3222 [elizabeth.nair@cit.edu.au](mailto:elizabeth.nair@cit.edu.au)

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

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

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

#### **Communications and Engagement**

#### **Senior Executive Service - Executive Director, Communications and Engagement**

**Executive Level 2.4 \$256,039 - \$267,315 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E1012)**

Gazetted: 23 June 2017

Closing Date: 4 July 2017

Details: This Senior Executive position leads whole of government communications across the ACT Public Service. This includes the provision of high quality and responsive public information in emergencies and for large scale government initiatives, and providing communications strategy and management of key government priorities and emerging issues. The position is also responsible for strategic communications, engagement and media in relation to the central agencies communications operations.

The Executive Director role operates in an environment of openness and transparency, maximising a coordinated and strategic use of all communications resources and channels across government. The position works collaboratively with the Ministers' offices, Strategic Board, other Executives and officers across the ACTPS, and key government and non-government stakeholders.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$256,039 - \$267,315, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$205,013.

Contract: The successful applicant will be engaged under long-term contract for an initial period of 12 months with the possibility of extension. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Leanne Power (02) 6205 0246 [leanne.power@act.gov.au](mailto:leanne.power@act.gov.au)

**Policy and Cabinet**

**Government and Regulatory Reform**

**Senior Manager, Greyhound Industry Transition**

**Senior Officer Grade A \$137,415, Canberra (PN: 37582)**

Gazetted: 28 June 2017

Closing Date: 12 July 2017

Details: The Government and Regulatory Reform Group is seeking an experienced Senior Manager to lead a complex and cross-Directorate industry transition project. The role will require strong project management skills, involve extensive whole of government collaboration, high levels of stakeholder engagement, and work with Senior Executives across government. This is a sensitive and time critical project requiring superior communications skills and highly coordinated effort. Experience in leading reform or transition projects would be an advantage.

Notes: This temporary position is available for 12 months with the possibility of extension and/or permanency from this process. Applicants should provide statement of no longer than three pages, which broadly addresses the selection criteria, and a current CV.

Contact Officer: Adam Stankevicius (02) 6205 0468 [adam.stankevicius@act.gov.au](mailto:adam.stankevicius@act.gov.au)

**Communications and Engagement**

**Strategic Engagement**

**Deputy Director – Strategic Engagement**

**Senior Officer Grade A \$137,415, Canberra (PN: 38807)**

Gazetted: 27 June 2017

Closing Date: 11 July 2017

Details: This is a fantastic opportunity to deliver a significant community engagement reform project for the ACT Government. You will have experience in delivering complex and multi-faceted projects, the ability to form productive relationships across government, with ministerial offices and within the Canberra community. You will have excellent communication and interpersonal skills and have the ability to lead a high functioning team to drive change and embed engagement capability across the ACT Public Service. You should be passionate about facilitating a conversation between government and the Canberra community. The position will be accountable to the Strategic Board and the Chief Minister.

Eligibility/Other Requirements: The successful applicant must be able to work flexible hours.

Notes: This is a temporary position available for 12 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Nicole Mahar (02) 6205 9530 [nicole.mahar@act.gov.au](mailto:nicole.mahar@act.gov.au)

**Shared Services ICT**

**Strategic Business**

**Projects Hub**

**Project Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 01341, several)**

Gazetted: 28 June 2017

Closing Date: 12 July 2017

Details: The successful candidate(s) will work within the Projects Hub, by providing high quality customer service to Shared Services ICT and its stakeholders, in the delivery of complex project management services related to the business.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised business analysis or project management discipline or equivalent experience would be highly desirable. Possession of ITIL Foundation Certificate would be advantageous.

Notes: These temporary positions available for 12 months with the possibility of extension and/or permanency from this process. An order of merit will be created to fill further vacancies at level.

Contact Officer: Mark Moerman (02) 6205 5262 mark.moerman@act.gov.au

**Shared Services**

**Business Services**

**Strategic HR and Corporate**

**Senior Advisor Human Resources**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38769)**

Gazetted: 28 June 2017

Closing Date: 12 July 2017

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) are seeking an experienced HR professional to join Shared Services Strategic HR and Corporate team as a Senior Human Resource Advisor. The successful applicant will have extensive practical experience in the design and implementation of Learning and Development solutions and organisational capability and workplace culture programs. They will employ excellent communication and stakeholder engagement skills to provide expert advice and high quality, contemporary solutions and services to colleagues across Shared Services. Being part of a results and service focused team they will enjoy working with other HR professionals in a collaborative and collegiate manner. This role offers flexible working hours and may be suitable for candidates with school age children.

Notes: The outcome of this selection process may be considered to fill recurring vacancies, should they become available in the next 12 months.

Contact Officer: PeterH Jones (02) 6207 7399 PeterH.Jones@act.gov.au

**Access Canberra**

**Construction, Environment and Workplace Protection**

**Electrical Inspectorate**

**Inspector**

**Building Trade Inspector \$88,336 - \$100,462, Canberra (PN: C09510)**

Gazetted: 26 June 2017

Closing Date: 3 July 2017

Details: Under limited direction of the Senior Manager; perform the functions of an Inspector Under: *ACT Electricity Safety Act 1971, Construction Occupations Licensing Act 2004, Utilities Act 2000*, other associated laws of the ACT; maintain records in accordance with the *Territory Records Act 2002*; examine and provide compliance advice on electrical installation documents; conduct complex onsite inspections for compliance with the *ACT Electricity Safety Act 1971, AS/NZS 3000* and related standards and codes; carry out investigations, prepare documentation and represent Access Canberra on cases involving prosecutions and other disciplinary actions undertaken by the Construction Occupations Registrar, or other ACT Government agencies; on rotation, outside of normal business hours, will be the On-Call Electrical Inspector for fire and shock investigations; provide advice to clients of the ACT Government and the construction industry in relation to the application of AS/NZS 3000 (Wiring Rules) and other relevant standards, codes and policies; Assist the Construction Occupations (Deputy) Registrar as

directed by the Registrar. This position does not involve direct regular supervision of personnel, but on occasions may have an electrical apprentice/trainee to supervise.

Eligibility/Other Requirements: Possession of a current ACT Unrestricted Electrician Licence (may hold an equivalent Australian state electrical licence at time of application) and possession of a current driver's licence are mandatory. Construction Induction White Card and Asbestos Awareness.

Notes: This is a casual position with hours to be determined upon commencement. The full-time salary noted above will be pro-rata dependant on hours worked.

Contact Officer: Michael Mosslar (02) 6207 7941 michael.mosslar@act.gov.au

## **Enterprise Canberra**

### **Skills Canberra**

#### **Engagement and Client Services**

##### **Field Officer Team Leader**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 25196)**

Gazetted: 26 June 2017

Closing Date: 12 July 2017

Details: Skills Canberra is seeking a Field Officer Team Leader. The successful applicant will have expertise in personnel management, leading a team, meeting deadlines and consistently providing excellent customer service in a high pressure and constantly changing environment. The successful applicant will have high level interpersonal skills including oral and written communication, and the proven ability to analyse and resolve matters of a sensitive and confidential nature, including communicating with Vocational Education and Training (VET) stakeholders, and related agencies.

Eligibility/Other Requirements: 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A current driver's licence is essential. Mandatory General Construction Induction White Card Training: Evidence of completion of training delivered by a Registered Training Organisation is required or the ability to obtain this within a short time frame after commencement. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation is required or the ability to obtain this within a short time frame after commencement. For further information refer to - [http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

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

Contact Officer: Leon Fraser (02) 6205 7047 leon.fraser@act.gov.au

## **Communications and Engagement**

### **Strategic Engagement**

#### **Digital Communications Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38801)**

Gazetted: 27 June 2017

Closing Date: 11 July 2017

Details: An opportunity exists for a communications professional who is passionate about facilitating a conversation between the government and the Canberra community through online and social media. You will work as part of a team and be creating engaging and interactive digital media strategies, content and digital events to support the ACT Governments community engagement activities. This will include developing live streaming capability for engagement events. The successful applicant will need to stay across digital trends and provide well-evidenced advice to government.

Eligibility/Other Requirements: The successful applicant will be required to work flexible hours.

Notes: This is a temporary position available for a 12 month period with the possibility of extension.

Contact Officer: Karen Stewart-Moore (02) 6205 2855 or 0419212642 karen.stewart-moore@act.gov.au

## **Access Canberra**

### **Licensing and Registrations**

#### **Land Titles**

##### **Team Leader Land Titles**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42540)**

Gazetted: 27 June 2017

Closing Date: 4 July 2017

Details: Do you have what it takes to keep a team motivated and performing while going through major change? We're after a positive and proactive team leader who can keep land titles registration timeframes short, while helping the team change the way they work and the roles they perform through a transformation program. Over the next 12 months, the person will work closely with the senior manager and project manager and with other parts of government and key industry groups and customers to modernise the way property transactions are completed in the ACT over this period.

Eligibility/Other Requirements: The successful applicant must be prepared to wear a uniform if supplied; work to a roster that may involve commencing work at 8.00am and/or finishing at 5.00pm; and work in either the Dickson or Mitchell office as required.

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

Contact Officer: Fred Arugay (02) 6207 1797 fred.arugay@act.gov.au

**Workplace Safety and Industrial Relations**

**Injury Management and Safety**

**Senior Case Manager**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 09969)**

Gazetted: 23 June 2017

Closing Date: 18 July 2017

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and Allied Health Professionals. Essential to the role is proactive communication and the coordination of day to day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment.

Eligibility/Other Requirements: Qualifications and/or extensive practical experience in compensation and rehabilitation case management, Human Resources, Allied Health or other related will be well regarded.

Notes: An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Penny Shields (02) 6207 5229 penny.shields@act.gov.au

**Access Canberra**

**Licensing and Registrations**

**Liquor and Gaming**

**Team leader**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 03855, several)**

Gazetted: 23 June 2017

Closing Date: 30 June 2017

Details: A great opportunity is available to contribute to the party life of Canberra! We're after two suitably skilled and motivated team leaders to regulate the hospitality and gaming industry in our licensing team. You're someone who can lead change, work collaboratively, apply risk-based thinking to regulation, and make a difference to meeting the needs of the community. You'll care about your team and help them to improve, and are prepared to shape the way that the team performs its duties in a changing regulatory and operating environment.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in managerial and leadership in a complex work environment are highly desirable.

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

**Enterprise Canberra**

**Skills Canberra**

**Engagement and Client Services**

**Field Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35745, several)**

Gazetted: 27 June 2017

Closing Date: 13 July 2017

Details: Skills Canberra is seeking several Field Officers to work within the Engagement and Client Services team. The successful applicants will have a detailed understanding of Vocational Education and Training (VET) systems, current reforms, relevant legislation and current issues. The successful applicants will liaise directly with employers, industry representatives, community organisations, employment service providers, schools and other VET related bodies to support and strengthen understanding of the ACT VET system. The Field Officers will represent the Directorate at local industry and stakeholder events as required including the coordination of promotional, professional development and networking activities.

Eligibility/Other Requirements: 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). A current driver's licence is essential. Mandatory General Construction Induction White Card Training: Evidence of completion of training delivered by a Registered Training Organisation is required or the ability to obtain this within a short time frame after commencement. Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation is required or the ability to obtain this within a short time frame after commencement. For further information refer to:

[http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety).

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

Contact Officer: Alice Clements (02) 6205 2578 [alice.clements@act.gov.au](mailto:alice.clements@act.gov.au)

**Access Canberra**

**Road Transport Regulation**

**Vehicle Safety Standards**

**Vehicle Inspector**

**General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 03185, several)**

Gazetted: 23 June 2017

Closing Date: 30 June 2017

Details: We at Access Canberra are interested in Vehicle Safety Standards including Hot Rods, Trucks, Big Trucks, Cars, Buses, Coaches and Motorbikes does this interest you? Have you a desire to work around cars and trucks both in the new Hume Vehicle Inspection Station and on road, sometimes with other enforcement agencies? Do you enjoy a varied job and the opportunity to challenge yourself whilst working in a team environment? Do you care about vehicle safety? We have the job for you. You will be conducting vehicle roadworthy, compliance and safety inspections on the roadside, in car parks and at the vehicle inspection station as well as vehicle identification checks to ensure that stolen and rebirthed vehicles are not registered in the ACT. You will be part of a dynamic team that monitor's heavy vehicle movements to ensure roadworthiness and compliance with the National Heavy Vehicle Law (NHVL). As an enforcement officer you will issue certificates of inspection, defect and infringement notices in accordance with relevant road transport legislation, collect evidence, prepare offence reports and formal statements and appear in court to give evidence as required. You don't need to know everything before you start but you do need to be ready and willing to learn. The job also requires you to prepare statistics and maintain records in accordance with the *Territory Records Act 2002*, which is not quite so exciting but still a very important aspect of the job.

Eligibility/Other Requirements: Minimum Automotive Trades (Mechanic) Certificate 3 or equivalent. Post automotive trade experience is an advantage and good practical experience and knowledge of the Vehicle Safety Standards and roadworthiness vehicle inspection related to vehicle registration is beneficial. The position requires ability and requirement to work outside normal business hours, these duties involve working interstate and on location outside the inspection station.

Contact Officer: Francois Patron (02) 6207 7172 [francois.patron@act.gov.au](mailto:francois.patron@act.gov.au)



**Access Canberra**

**Customer Coordination**

**Applications and Approvals**

**Customer Service Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 13228, several)**

Gazetted: 26 June 2017

Closing Date: 3 July 2017

Details: The successful applicant will provide high quality customer service to clients and members of the public in relation to planning, development, building and related regulatory and operational activities. This can include answering calls via the Customer Service Contact Centre and working on a public counter, assisting in the resolution of issues that arise in the lodgement of development and building applications, construction occupations licensing applications and other associated processes. Other duties include scanning and/or uploading documents and plans into the electronic filing system, maintaining paper and electronic records, preparation of routine less complex correspondence and receiving public money. Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: Wear a uniform if supplied; work to a roster that may involve commencing work at 8.00am and/or finishing at 5.00pm; and work in either the Dickson or Mitchell office as required.

Notes: An order of merit established from this recruitment process may be used to fill future permanent and temporary vacancies at level which may arise over the next 12 months. Please limit your response to 350 words per criteria. All applicants must fully address the selection criteria.

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

**Community Services**

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

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

**Child and Youth Protection Services**

**Practice and Performance**

**Assessment and Support Team**

**Case Manager, Assessment and Support**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 12939, several)**

Gazetted: 23 June 2017

Closing Date: 11 July 2017

Details: The Health Professional Level 3 (HP3) Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management. Positions in Assessment and Support provide child centred functions including facilitating adoptions, kinship carer support and post order support for adoptions.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Two year's experience working with children, youth and/or families in a social work/case management role. A current driver's licence. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Notes: These temporary positions are available for a period of six months with the possibility of extension.

Contact Officer: Kate Ehlers (02) 6207 0353 cypsrecruitment@act.gov.au

## **Strategy, Participation and Early Intervention**

### **Child Development Service**

#### **Speech Pathologist**

#### **Health Professional Level 1/2 \$57,941 - \$84,816, Canberra (PN: 36161, several)**

Gazetted: 22 June 2017

Closing Date: 6 July 2017

Details: The individual in this position will provide services within a community based, multidisciplinary team within the Child Development Service. The successful applicant will provide assessments/screen children to identify those at risk of developmental delay, and provide interventions that will address the child's developmental delay; and support their movement through the service system. The Child Development Service is committed to providing the best service possible and supports staff in professional development to achieve this.

Explanation of position classification: Health Professional Level 1 and 2 –Speech Pathology HEALTH PROFESSIONAL LEVEL 1. Definition: This is the professional commencement level. The level is the initial professional, industry based formation phase of a new graduate Health Professional; this is in recognition of the fact that they have limited practical experience in the application of their professional knowledge. HEALTH PROFESSIONAL LEVEL 2

Definition: A Health Professional at this level will have successfully completed a minimum of 12 months paid professionally relevant workplace experience and all relevant professional requirements for progression from Level 1. For professions bound by mandatory registration, all registration requirements must be fulfilled and registration awarded to the Health Professional.

Eligibility/Other Requirements: Tertiary qualification in Speech Pathology; eligible for membership of Speech Pathology Australia; have current driver's licence. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Notes: These are temporary positions available for a period of 12 months with the possibility of extension and/or permanency.

Contact Officer: Katherine Parker (02) 6205 1277 [katherine.parker@act.gov.au](mailto:katherine.parker@act.gov.au)

## **Education**

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

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

### **School Performance and Improvement**

#### **School Operations and Improvement**

##### **School Improvement Branch**

##### **Lead Principal - Data**

#### **School Leader A \$145,868 - \$175,149, Canberra (PN: 37903)**

Gazetted: 26 June 2017

Closing Date: 3 July 2017

Details: Under the guidance of the Directors, School Improvement and the Data for Improvement Steering Committee, the Lead Principal will work within the School Performance and Improvement Division to lead a small project team to deliver the initial stage of the Data for School Improvement Strategy. The delivery will include a robust consultation program, well documented deliverables and suite of artefacts and associated professional development designed to assist schools to improve the collection and use of data across years P-12. This role will be supported by a classroom teacher/SLC with high levels of competency in the selection and use of assessment tools and data to inform effectively targeted teaching. The successful applicant will work to a well-defined timeline to deliver the initiative.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will

be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Notes: This is a temporary position available from 17 July 2017 to 08 October 2017 with possibility of extension.

Contact Officer: Wayne Prowse (02) 6205 3313 wayne.prowse@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.

**Office for Schools**

**Belconnen Network**

**Kaleen Primary School**

**Principal**

**School Leader A \$145,868 - \$175,149, Canberra (PN: 01779)**

Gazetted: 26 June 2017

Closing Date: 3 July 2017

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Notes: This is a temporary position available from 14 August 2017 to 22 July 2018.

Contact Officer: Stephen Gwilliam (02) 6205 3313 stephen.gwilliam@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.

**Director General**

**Office of the Director General**

**Executive Officer to the Director-General**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37377)**

Gazetted: 23 June 2017

Closing Date: 14 July 2017

Details: Applications are sought for a suitably skilled applicant to offer agile, innovative and sound support to the Director-General of the Education Directorate. The successful candidate will provide high level advice to the Director-General on strategic, administrative and operational matters as required; plan and manage projects and cross Directorate projects.; prepare presentations and manage the preparation and quality assurance of speeches, reports and correspondence as required.

Eligibility/Other Requirements: Knowledge and/or experience in educational environments is desirable.

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

Contact Officer: Amie Corrigan (02) 6205 9156 amie.corrigan@act.gov.au

**Office for Schools**

**North and Gunghalin Network**

**Franklin Early Childhood School**

**Community Coordinator**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 31535)**

Gazetted: 22 June 2017

Closing Date: 3 July 2017

Details: The role of Community Coordinator at Franklin Early Childhood School requires a candidate who has: A knowledge and understanding of early childhood development and community engagement; excellent

interpersonal and communication skills, including the ability to liaise, negotiate and maintain effective relationships with a culturally and linguistically diverse community; demonstrated analytical skills, including the capacity to provide strategic advice and develop projects that support the developing community; ability to deliver integrated services.

Eligibility/Other Requirements: Degree in Social Work, Community Development. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Julie Cooper (02) 6142 1110 julie.cooper@ed.act.edu.au

#### **Office for schools**

##### **North and Gungahlin Network**

##### **Harrison School**

##### **Staffing Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 37512)**

Gazetted: 22 June 2017

Closing Date: 21 July 2017

Details: The successful applicant will be responsible for the booking and engagement for day to day relief staff to cover classes and programs using the schools and Directorate online systems, administer the leave and employee absences, records management and related matters of relief staffing including staff contracts, probation and induction processes in a P-10 school setting.

Eligibility/Other Requirements: 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Notes: This is a temporary position available until 15 February 2018 with the possibility of extension and/or permanency from this process.

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@ed.act.edu.au

#### **Office for Schools**

##### **Tuggeranong Network**

##### **Namadgi School**

##### **Classroom Teacher- Secondary School- Hospitality and VET Coordinator**

##### **Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 31200)**

Gazetted: 23 June 2017

Closing Date: 30 June 2017

Details: Namadgi School is a P-10 school in Kambah, with a current enrolment of 696 students. Namadgi School is looking for a suitably experienced secondary teacher to take on the role of Vocational Education and Training (VET) Coordinator, Hospitality (with a focus on café), and Careers Education desirable but not essential. The VET Coordinator is the primary contact person for the school in matters relating to vocational education. They are responsible for the coordination and organisation of all VET courses offered in the school and staff who are qualified to deliver. This person will liaise with industry representatives and partnering colleges, and promote VET throughout Namadgi School through events that engage members of the school community. The Hospitality Teacher will teach senior Hospitality classes (with a focus on café), and teach junior cooking classes as required. Careers Education and Textiles would also be desirable.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Requires Certificate IV Training and assessment. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Contact Officer: Julie Collins (02) 6142 0900 julie.collins@ed.act.edu.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.

**Office for Schools**

**South/Weston Network**

**Curtin Primary School**

**Classroom Teacher**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 34487)**

Gazetted: 22 June 2017

Closing Date: 29 June 2017

Details: Curtin Primary requires a dynamic K-6 Classroom Teacher. Curtin has some double classrooms and therefore requires a teacher with willingness to team teach. The teacher will require the ability to build relationships with all students, staff and parents. As a member of a team, the ability to plan and deliver an integrated inquiry curriculum and differentiate to meet the needs of a mixed ability class is essential.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Notes: This is a temporary position available until 26 January 2018 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Merryn O'Dea (02) 6205 5622 [merryn.o'dea@ed.act.edu.au](mailto:merryn.o'dea@ed.act.edu.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.

**Office for Schools**

**South/Weston Network**

**Curtin Primary School**

**Classroom Teacher**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 06612)**

Gazetted: 22 June 2017

Closing Date: 29 June 2017

Details: Curtin Primary requires a dynamic Classroom Teacher to support the RTI model in place across the school with emphasis on K-4. The teacher will require the ability to build relationships with all students, staff and parents. The teacher will be involved in collaborative planning and delivery of targeted literacy and numeracy teaching at a class, group and individual level to meet the needs of students.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Notes: This is a temporary position available until 26 January 2018 with the possibility of extension. Part-time and job share arrangements could be considered for this position.

Contact Officer: Merryn O'Dea (02) 6205 5622 [merryn.o'dea@ed.act.edu.au](mailto:merryn.o'dea@ed.act.edu.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.

**Office for Schools**

**South/Weston Network**

**Curtin Primary School**

**Classroom Teacher**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 06619)**

Gazetted: 23 June 2017

Closing Date: 30 June 2017

Details: Curtin Primary requires a dynamic Classroom Teacher to support the LSU/LSC model at Curtin. The teacher will require ability to build relationships with all students, staff and parents to work within a teaching team and meet student needs in the mainstream and LSU/C spaces. The teacher will be involved in collaborative planning and delivery of targeted teaching at a class, group and individual level to meet the needs of students.

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 full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Notes: This is a temporary position available from 17 July 2017 to 26 January 2018 with the possibility of extension. This position is part-time at (22:03) hours per week and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

Contact Officer: Merryn O’Dea (02) 6205 5622 [merryn.o’dea@ed.act.edu.au](mailto:merryn.o’dea@ed.act.edu.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](mailto:jobs@act.gov.au)**

#### **Suburban Land Agency**

##### **Business Operations Office**

##### **Business Operations Manager - Suburban Land Agency**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 38895)**

Gazetted: 23 June 2017

Closing Date: 28 June 2017

Details: The Suburban Land Agency (SLA) is established under s. 37 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act), and regulated by Parts 8 and 9 of the *Financial Management Act 1996* (FMA), s. 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994* (PSMA). The objectives of the SLA are set out in s38 of the Act and include: the encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods; the encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and operational effectiveness, delivering value for money using sound risk practices. The Business Operations Manager provides strategic advice and support to the CEO, the SLA Board (including its Committees), and the SLA Executive. Reporting directly to the CEO, the Business Operations Manager will lead day-to-day business for the SLA including key governance, HR, records management and Board operations and accountabilities. The Business Operations Manager will support the CEO in setting, monitoring and overseeing the non-financial performance of the SLA and will play a central role in supporting the CEO in his/her regular meetings with the Board, Ministers and the Director-General of the Environment, Planning and Sustainable Development Directorate. Duties include: Assisting the Chair of the SLA Board, working in collaboration with the CEO, to set organisational strategies, frameworks and plans for the Board which meet statutory and other corporate requirements; Assisting the Board in the preparation of its Statement of Intent in accordance with the requirements of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act); Overseeing and reporting on the governance framework, policies and procedures adopted by the Suburban Land Agency Board and the CEO, working in collaboration with the Director Governance, Legal Services and Compliance within EPSDD; Assisting the CEO to ensure the implementation of an active assurance model of compliance with key legislative frameworks, in particular, the *Work Health and Safety Act 2007*, the *Territory Records Act 2002*, the *Public Sector Management Act 1994* and the *Financial Management Act 1996*; Managing the services provided under any agreement with a Government Directorate or other entity to ensure optimum and measurable service provision; Building and managing productive relationships with stakeholders, particularly Board members, senior staff within

the ACT Public Service and external stakeholders; Preparing high level correspondence including submissions on behalf of the Board and CEO, including, Ministerials and responses to QONs, and coordinating FOI and PID requests; Coordinate to the publication of the SLA Annual Reports.

Notes: This is a temporary position available for a period of up to six months to December, pending possible permanency. Interested candidates should submit an expression of interest (EOI) of no more than two pages against the selection criterion (attached), details of two referees and a current CV. Selection may be determined on application only.

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

### **City Renewal Authority**

#### **Office Chief Executive Officer**

#### **Business Operations Manager - City Renewal Authority**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 38893)**

Gazetted: 23 June 2017

Closing Date: 28 June 2017

Details: The City Renewal Authority (CRA) is established under s. 7 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act), and regulated by Parts 8 and 9 of the *Financial Management Act 1996* (FMA), s. 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994* (PSMA). The objectives of the CRA are set out in section 8 of the Act and include: the encouragement and promotion of a vibrant city through the delivery of design-led, people-focussed urban renewal; the encouragement and promotion of social and environmental sustainability, and operational effectiveness, delivering value for money using sound risk practices.

The Business Operations Manager provides strategic advice and support to the CEO, the CRA Board (including its Committees), and the CRA Executive. Reporting directly to the CEO, the Business Operations Manager will lead day-to-day business for the CRA including key governance, financial, HR, records management and Board operations and accountabilities. The Business Operations Manager will support the CEO in setting, monitoring and overseeing the financial and non-financial performance of the CRA and will play a central role in supporting the CEO in his/her regular meetings with the Board, Ministers and the Director-General of the Environment, Planning and Sustainable Development Directorate. Duties include: Assisting the Chair of the CRA Board, working in collaboration with the CEO, to set organisational strategies, frameworks and plans for the Board which meet statutory and other corporate requirements; Assisting the Board in the preparation of its Statement of Operational Intent in accordance with the requirements of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act); Preparation and implementation of key governance documentation including a Board Charter and CEO Financial Instructions; Overseeing and reporting on the governance framework, policies and procedures adopted by the Board and the CEO, working in collaboration with the Director Governance, Legal Services and Compliance within EPSDD; Assisting the CEO to ensure the implementation of an active assurance model of compliance with key legislative frameworks, in particular, the *Work Health and Safety Act 2007*, the *Territory Records Act 2002*, the *Public Sector Management Act 1994* and the *Financial Management Act 1996*; Managing the services provided under any agreement with a Government Directorate or other entity to ensure optimum and measurable service provision; Building and managing productive relationships with stakeholders, particularly Board members, senior staff within the ACT Public Service and external stakeholders; Preparing high level correspondence including submissions on behalf of the Board and CEO, including, Ministerials and responses to QONs, and coordinating FOI and PID requests; Coordinate to the publication of the CRA Annual Reports.

Notes: This is a temporary position available for a period of up to six months to December, pending possible permanency. Interested candidates should submit an expression of interest (EOI) of no more than two pages against the selection criterion (attached), details of two referees and a current CV. Selection may be determined on application only.

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

### **Climate Change and Sustainability**

#### **Climate Change Policy**

#### **Senior Climate Change Policy Advisor**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35500)**

Gazetted: 28 June 2017

Closing Date: 13 July 2017

Details: The Climate Change and Sustainability Division is seeking a Senior Policy Officer to provide high level service in providing policy advice and briefing materials on applied economics as it relates to climate change; oversight of Adaptation Strategy Implementation Plan and servicing of committees; support to ACT Directorates on climate adaptation; liaison and engagement with key stakeholders and the community; and initiate research and manage contracts.

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

Contact Officer: Catherine Keirnan (02) 6207 1791 [catherine.keirnan@act.gov.au](mailto:catherine.keirnan@act.gov.au)

## **City Renewal Authority**

### **Business Operations**

#### **Corporate Secretary**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38896)**

Gazetted: 23 June 2017

Closing Date: 28 June 2017

Details: The City Renewal Authority (CRA) is established under s. 7 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act), and regulated by Parts 8 and 9 of the *Financial Management Act 1996* (FMA), s. 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994* (PSMA). The objects of the CRA are set out in section 8 of the Act and include: the encouragement and promotion of a vibrant city through the delivery of design-led, people-focussed urban renewal; the encouragement and promotion of social and environmental sustainability; and operational effectiveness, delivering value for money using sound risk practices. The Corporate Secretary provides operational support to the CEO, the CRA Board (including its Committees), and the CRA Executive and reports directly to the Business Operations Manager.

Duties include: Providing secretariat support to the CRA Board and its subcommittees, including: preparing meeting agendas; preparing minutes of meetings for approval by the Business Operations Manager; recording and monitoring actions arising from meetings ensure closure; preparing internal and external facing communications regarding the key decisions and outcomes of meetings for the approval by the Business Operations Manager.

Under the direction of the Business Operations Manager: manage the flow and exchange of information between the CRA Executive and the Board, and quality assure all reporting to the Board; assist in the processing of requests to access information under *the Freedom of Information Act 1989*; assist in the preparation of internal performance reporting, annual reports and ministerial, cabinet and assembly related information.

Notes: This is a temporary position available for a period of up to six months to December, pending possible permanency. Interested candidates should submit an expression of interest (EOI) of no more than two pages against the selection criterion (attached), details of two referees and a current CV. Selection may be determined on application only. Applications close at 5pm.

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

## **Planning Environment**

### **Parks and Conservation Service Fire**

#### **Forests and Roads**

##### **Aboriginal Fire Project Officer**

##### **Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 37354)**

Gazetted: 28 June 2017

Closing Date: 12 July 2017

Details: The Parks and Conservation Service (PCS) is part of the Environment, Planning and Sustainable Development Directorate (EPSDD) and implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. Fire, Forests and Roads is the section within PCS responsible for the co-ordination and implementation of fire management programs across the PCS estate and unleased Territory lands. It is also responsible for the rural fire trail network and the management of the ACT's commercial forest plantations. The Parks and Conservation Service invites applications from suitably skilled and motivated people interested in a position as a Fire Management Officer. People of Aboriginal or Torres Strait Islander descent are encouraged to apply. The successful applicant will liaise with a variety of internal and external stakeholders on a local and national level to build productive relationships with relevant Aboriginal and Torres Islander



organizations. The successful applicant will implement the objectives of the draft PCS ACT Aboriginal Fire Management Framework and associated actions in the EPSDD Bushfire Operations Plan.

Eligibility/Other Requirements: Applicants must be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required; be able to meet the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually); be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis; and possess a manual drivers' licence.

Note: This temporary position is available for up to 12 months. This position is a designated fire position.

Contact Officer: Scott Farquhar (02) 6207 2194 [scott.farquhar@act.gov.au](mailto:scott.farquhar@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.

## **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>**

### **Performance Reporting and Data**

#### **Deputy Director General, Performance, Reporting and Data**

**Executive Level 2.6 \$313,260 - \$327,383 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E859)**

Gazetted: 23 June 2017

Closing date: 6 July 2017

Details: ACT Health is seeking a highly skilled and motivated professional to lead its Performance, Reporting and Data Division.

The Deputy Director General is a critical leadership role within ACT Health, and will lead the systemic approach to the redesign of health services across ACT, including the development and preservation of a performance reporting framework, data management and health economics activities. This is a key role in leading the ACT's position in relation to national health funding arrangements, including negotiation with relevant national bodies. The position will also lead and manage a team involved in the collection, storage, validation and auditing of information management processes to maximise the integrity of data used within the organisation.

The successful applicant will be expected to display excellent management acumen and have a track record of successfully leading a performance innovation management team in a complex environment.

A demonstrated knowledge of the ACT Health system and health systems nationally and internationally will be critical.

Applications are encouraged from executives with previous experience working in the health sector, strategic business management experience and the leadership, maturity and professional credibility to enable success in growing ACT Health's delivery of service and profile.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$313,260 - \$327,383, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$256,796.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Further information about the role can be found in the Executive Capabilities. To arrange a confidential discussion, please contact Ms Vanessa Dal Molin on telephone (02) 6207 9532.

How to Apply: Interested applicants should provide a full application pack, including a covering letter, curriculum vitae and supporting statement against the ACT Public Service position description.

Contact Officer: Vanessa Dal Molin (02) 6207 9532 [vanessa.dalmolin@act.gov.au](mailto:vanessa.dalmolin@act.gov.au)

### **Executive Director, Territory Wide Services Redesign**

**Executive Level 2.4 \$256,039 - \$267,315 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E1018)**

Gazetted: 23 June 2017

Closing date: 6 July 2017

Details: ACT Health is seeking a highly skilled and motivated professional to fill the position of Executive Director, Territory Wide Services Redesign. This position is a critical leadership role within ACT Health, and will be integral to planning and delivering an ACT wide health service delivery model.

As Executive Director, Territory Wide Services Redesign, you will be responsible for leading, managing and delivering the Territory Wide Health Services Framework for ACT Health. The position will also be responsible for providing strategic and operational advice to Ministers, the Director General and Senior Executives across the organisation.

The successful applicant will be expected to display excellent management acumen and have a track record of successfully leading change within a challenging, complex and dynamic environment.

A demonstrated knowledge of the ACT Health system and health systems nationally and internationally will be essential.

Applications are encouraged from executives with previous experience working in the health sector, strategic business management experience and the leadership, maturity and professional credibility to enable success in growing ACT Health's delivery of service and profile.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$256,039 - \$267,315, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$205,013.

Contract: The successful applicant will be engaged under a performance based contract for up to three years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Further information about the role can be found in the position description.

To arrange a confidential discussion, please contact Ms Vanessa Dal Molin on telephone (02) 6207 9532.

How to Apply: Interested applicants should provide a full application pack, including a covering letter, curriculum vitae and supporting statement against the ACT Public Service Executive Capabilities.

Contact Officer: Vanessa Dal Molin (02) 6207 9532 [vanessa.dalmolin@act.gov.au](mailto:vanessa.dalmolin@act.gov.au)

## **Canberra Hospital and Health Services**

### **Surgery and Oral Health**

#### **Medical Staff**

#### **Specialist / Senior Specialist - Oral-Maxillofacial Surgeon**

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

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 37894)**

Gazetted: 29 June 2017

Closing Date: 13 July 2017

Overview of the work area and position: The Oral and Maxillofacial Surgery Unit (OMFS) of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. It manages on average 1100 patient separations per annum. The OMFS faculty currently consists of 3 staff specialists and 2 Accredited Registrars and junior medical officers. The unit covers trauma for a population base of 700,000 along with contributions to Head and Neck Cancer, oral pathology, and dentoalveolar surgery. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Senior Specialist: \$222,205. 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. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Surgeons in OMFS or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Shannon Dougan (02) 6244 4175

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

**Director General**

**Office of the Director-General**

**Office of the Director-General**

**Business Manager**

**Senior Officer Grade A \$137,415, Canberra (PN: 19618)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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 Business Manager reports directly to the Director-General, ACT Health and will be responsible for coordinating and progressing complex business initiatives on behalf of the Director-General. You will also undertake special projects and prepare complex confidential advice, executive summaries and correspondence on matters as required by the Director-General. This is a pivotal role and you will be joining a forward thinking Director-General and proactive management team in an exciting time of change across ACT Health. The occupant of this position serves in a strategic support role while directing, coordinating and facilitating the implementation and management of key strategic initiatives on behalf of the Director-General. You will bring to this significant role your: Understanding of government processes; exceptional policy and program experience; excellent communication and analytical skills; and stakeholder management skills. You will be a good manager and a strategic thinker who engenders trust and respect and enjoys the challenge of operating in a complex environment. Your stakeholder management skills will be complemented by your sound judgment, resilience and integrity.

Eligibility/Other Requirements: Mandatory: Relevant qualifications in public sector management and/or relevant public sector experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Jackie Andersen (02) 6205 0829 jackie.andersen@act.gov.au

**Quality Governance and Risk**

**Clinical Safety and Quality**

**Policy Advisory Team**

**Manager Data and Quality Assurance**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 15721)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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 role of the Clinical Safety and Quality Unit (CSQU) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. Continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement. Overview of the work area and position: The structure of CSQU is aligned with the key elements of high quality health care, which includes; Patient Safety Unit, Clinical Effectiveness Unit and Patient Experience Unit. This position is responsible for managing the Data and

Quality Assurance Unit within the Clinical Effectiveness team. The Manager, Data and Quality Assurance will provide leadership, strategic direction and coordination of safety and quality clinical indicators and support a culture of quality assurance and continuous quality improvement and evaluation using the principles of Improvement Science.

Eligibility/Other Requirements: Mandatory: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: Clinical background desirable but not essential.

Contact Officer: Josephine Smith (02) 6174 7935 josephine.smith@act.gov.au

## **Corporate**

### **Business Support**

#### **Logistics Support**

##### **Product Consultant**

###### **Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22179)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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: Supply Services forms part of the Logistic Support within the Business Support Services of ACT Health, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Senior Manager of ACT Health Supply Services. While meeting patient care requirements, and in consultation with stakeholders (Nursing, Medical, Allied Health, Biomedical Engineering, and Supply Services), standardise the number and type of products used throughout ACT Health and health services, by assisting to identify potential efficiencies, in reviewing medical equipment and consumables, inventory and ward imprest control systems. This pivotal provision in the supply chain oversees the introduction of product innovation while ensuring legislative compliance and adherence to relevant policies and procedures. This position is rotated between the Canberra Hospital and Supply Services Administration Office in Mitchell.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence and relevant work experience highly desired. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

Contact Officer: Ursula Helmy (02) 6207 8385 ursula.helmy@act.gov.au

## **Canberra Hospital and Health Services**

### **Cancer, Ambulatory and Community Services**

#### **Ambulatory Care**

##### **CNC Central Outpatients Nurse**

###### **Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22379)**

Gazetted: 29 June 2017

Closing Date: 13 July 2017

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: Canberra Hospital and Health Services Central Outpatient Services seek a Registered Nurse with strong leadership capability to drive sustainable change in an outpatient setting to join the Ambulatory Care Support Services leadership team. The Clinical Nurse Consultant Outpatients position provides expert leadership in coordinating a clinical service team ensuring proficient, professional and appropriate day to day operational management of client care delivery. The successful applicant will also play a key role in the development and implementation of a program of reform which is currently underway across our outpatient services, aimed at improving access to services. There are opportunities to explore alternate models of care, access pathways and discharge pathways including nurse and allied health led services. To be successful in this role you will need to have strong organisational skills and a high degree of personal drive. You will be adaptable and able to lead and accommodate change and provide responsive services to meet clients' needs.

Eligibility/Other Requirements: Mandatory: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or is progressing towards a post graduate qualification in management and/or in a relevant clinical specialty. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011.*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: Relocation allowance is available to assist with relocation of successful candidates to Canberra.

Contact Officer: Karen Faichney (02) 6174 8544 karen.faichney@act.gov.au

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Rehabilitation and Specialty Mental Health**  
**Registered Nurse**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 14005)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide 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: This nursing position is based in the Older Persons Mental Health Community. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT. In this position the person will provide advanced assessment, recovery planning, clinical coordination and therapeutic interventions.

Eligibility/Other Requirements: Mandatory: Tertiary qualification or equivalent in Nursing and be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*, have a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases, and current driver's licence.

Notes: This is a temporary position available from 21 August 2017 until 30 June 2018.

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

**Population Health, Protection and Prevention**  
**Health Protection Service**  
**CDC- Immunisation**  
**Immunisation Project Manager**  
**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17543)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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 Communicable Disease Control Section (CDC) of the Health Protection Service (HPS) is a multidisciplinary section including nurses, epidemiologists, public health professionals, medical laboratory scientists and administrative

officers. CDC is responsible for a range of functions aimed at minimising the harm caused by the spread of communicable diseases in our community. The immunisation Unit within CDC coordinates the implementation of the National Immunisation Program and ACT Immunisation program in the ACT. This includes the implementation of new immunisation programs, promotion of immunisation to immunisation providers and the Canberra community, development and implementation of ACT immunisation policies and ordering and distribution of vaccines. Under broad direction the Project Officer with the Communicable Disease Control Section plans and implements the future direction of immunisation programs within the ACT. The position is involved in all aspects of program delivery including policy development, project management, procurement, contract management, and evaluation of programs.

Eligibility/Other Requirements: Demonstrated skills and experience in procurement and contract management are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Rebecca Hundy (02) 6205 2052 rebecca.hundy@act.gov.au

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

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

#### **Director of Allied Health**

#### **Clinical Support Officer for the Director of Allied Health**

#### **Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 36955)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) 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: Adult Acute Mental Health Services, Adult Community Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services (CAMHS), Justice Health Services and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Clinical Support Officer (CSO) reports to the Director of Allied Health and provides high level support in assisting with the strategic direction for allied health services, allied health standards and professional governance. The successful applicant will require considerable applied knowledge and experience of allied health, well demonstrated understanding of professional governance frameworks and a demonstrated commitment to meeting standards and managing job demand. The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct.

Eligibility/Other Requirements:

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

Social Work: Degree in Social Work. Eligible for membership of the Australian Association of Social Workers.

Registration under the *Working with Vulnerable People Act 2011*. Minimum of five years post qualification

Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy. Registration or eligibility for registration with Occupational Therapy Board of Australia. Eligibility for professional membership of Occupational Therapy Australia. Minimum of five years post qualification

Psychology: At least a four or five year accredited tertiary sequence of study in Psychology followed by a post-graduate qualification in Psychology or a one or two year Board approved internship (i.e. 4+2 or 5+1) in Psychology. Be registered or eligible for general registration with Psychology Board of Australia. Minimum of five years post qualification. Desirable (regardless of professional group): Current driver's licence. Please note 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, and Comply with ACT Health occupational screening requirements related to immunisation.

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

**Canberra Hospital and Health Services**

**Medicine**

**Medical**

**Operations Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35657)**

Gazetted: 29 June 2017

Closing Date: 13 July 2017

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 key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services.

A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Operations Manager in the Division of Medicine has direct leadership and management of the administrative staff and functions for the Division, across a variety of clinical settings, and reports directly to the Executive Director of Medicine. This includes budgets human resources, performance management and efficiency and quality activities. The Operations Manager will also assist a the Executive Director to undertake high level projects, develop and monitor external contracts, procurement, high level briefings and communications, and recruitment of senior staff. The Operations Manager, as a vital member of the leadership team in the Division and the ambulatory care management team across Canberra Hospital, will represent the Division as required and contribute to the management of consumer engagement, compliments and complaints across the Division and preparation of high level documents for Government. Eligibility/Other Requirements: Tertiary qualifications or equivalent experience in health management are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Elizabeth Chatham (02) 6244 3603 [elizabeth.chatham@act.gov.au](mailto:elizabeth.chatham@act.gov.au)

**Canberra Hospital and Health Services**

**Cancer, Ambulatory and Community Health Support**

**CACHS Medical**

**Radiation Therapist**

**Radiation Therapist Grade 3.1 \$95,549 - \$98,673, Canberra (PN: 28824)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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. Overview of the work area and position: The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements: Mandatory: A recognised tertiary (or equivalent) qualification in Radiation Therapy. Unconditional registration as a Radiation Therapy Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) Medical Radiation Practice Board of Australia. ACT Radiation Council Licence to operate radiation emitting apparatus used for Radiation Therapy purposes. 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; If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment offers being made.

Notes: This is a temporary position available until February 2018.

Contact Officer: Brett Fittler (02) 6244 2241 [brett.fittler@act.gov.au](mailto:brett.fittler@act.gov.au)

## **Canberra Hospital and Health Services**

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

#### **Department of Neonatology**

##### **Special Care Nursery Registered Nurse**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 38809, several)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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.

Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. Overview of the work area and position: The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. A Registered Nurse Level 2 will have a minimum of three years full-time equivalent post registration and graduate year, including six months experience in the relevant field of practice. This role provides advanced nursing care with specialised knowledge of the area of employment within the Department of Neonatology, and works as a member of the team to achieve improved patient outcomes. The RN2 will be a leader and role model exemplifying organisational values.



Eligibility/Other Requirements: *Mandatory*: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). *Desirable*: Post-graduate qualifications in Neonatal Nursing. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Notes: Weekly hours for these positions will be negotiable.

Contact Officer: Janine McEwan (02) 6142 6331 janine.mcewan@act.gov.au

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Women, Youth and Children Community Health Programs**

**Maternal and Child Health Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22645)**

Gazetted: 29 June 2017

Closing Date: 13 July 2017

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: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Women, Youth and Children division, Community Health Programs deliver a range of primary health care community-based services to children, families and women. Services are delivered within a multi-disciplinary context and include Maternal and Child Health, Women's Health, Allied Health, Immunisation, and School Health. Maternal and Child Health (MACH) services include: lactation support, parent education and support; assessment and screening; early identification and referral; and the delivery of public health programs such as childhood immunisation. 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. Maternal and Child Health nurses support the National Framework for Universal Child and Family Health services. MACH Nurses adhere to the Competency Standards (Victoria). These domains are: Legal, professional and ethical practice; promotion of child and family health and wellbeing through knowledge and practice; promotion of maternal and child health within the context of public health policy; knowledge development and research. Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context. All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites.

Eligibility/Other Requirements: *Mandatory*: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); post graduate qualifications in Child and Family Health or equivalent and a current driver's licence. *Desirable*: Qualifications and recent experience in midwifery / paediatrics or related primary health setting; Family Partnership Model Training (or commitment to complete training); Circle of security Training; International Board Certified Lactation Consultant. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Sally Campbell (02) 6205 1827 sally.campbell@act.gov.au

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Department of Neonatology**

**Neonatal Intensive Care Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22483, several)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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: 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. Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. A Registered Nurse level 2 will have a minimum of three years full-time equivalent post registration and graduate year, including six months experience in the relevant field of practice. This role provides advanced nursing care with specialised knowledge of the area of employment within the Department of Neonatology, and works as a member of the team to achieve improved patient outcomes. The RN2 will be a leader and role model exemplifying organisational values. Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post-graduate qualifications in Neonatal Nursing is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Contact Officer: Melanie Rosin (02) 6142 6352 melanie.rosin@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Cardiology**

#### **Registered Cardiac Catheter Laboratory**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 24073)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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. Overview of the work area and position: The Cardiac Catheter Laboratory is a clinical specialty area that undertakes a range of diagnostic and interventional cardiac procedures. Canberra Hospital has two laboratories staffed and equipped to provide 24-hour service to assist in the management and early intervention of patients with acute cardiac conditions. The Cardiac Catheter Laboratory also includes a Day Procedure Unit. Normal

operational service is Monday to Friday with on-call coverage outside of those hours. Registered Nurses have a key role in caring for patients admitted to the Cardiac Catheter Laboratory as members of the multidisciplinary team. Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Minimum three years post registration experience and minimum one year's experience in Cardiac Catheter Laboratory. Please note prior to commencement successful candidates will be required to obtain a Compliance Certificate from the Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases and undergo a pre-employment Police check.  
Contact Officer: Alison Baldwin (02) 6244 3691 alison.baldwin@act.gov.au

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care  
RACC Nursing  
RADAR Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 23758)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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 RADAR Registered Nurse Level 2 will actively contribute to provision of short term assessment and management of elderly clients who are living in the community or in a Residential Aged Care Facility (RACF) in collaboration with other team members. Clients are referred by their General Practitioner (GP) who have a deteriorating elderly patient in the community who can potentially be managed at home or in a RACF thus avoiding unnecessary hospital admissions.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have a current driver's licence. Desirable: Post Graduate tertiary nursing qualification in aged care or similar; experience in working with the aged care client group in the acute and community settings and/or dementia specific experience would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available from 30 September 2017 to 28 September 2018.

Contact Officer: Naree Stanton 0403 050 967 naree.stanton@act.gov.au

**Innovation  
Research  
Clinical Trial Staff  
Clinical Trials Coordinator**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 33483, several)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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 Haematology Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 20 participants. These trials are Pharmaceutical Sponsored trials, Registries, Investigator Led trials or Collaborative Studies that are funded by grants such as the Australasian Leukaemia and Lymphoma Group (ALLG). The Clinical Trials Coordinator provides key support to and coordination of clinical research projects undertaken by the Haematology Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of novel therapies in Phase 3, 2 and 1 Trials in the fields of malignant and benign Haematology. The main responsibilities of the Clinical Trials Coordinator will be to act as "key" person for all aspects of the planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration with other clinical trial staff. They

will act as a contact person responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. Their work is under the general direction of the Director of Haematology Clinical Trials, the Clinical Haematologists and the Clinical Trials Manager.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: Two temporary positions exist, one is full-time and the other is part-time 3-4 hours per week and the full-time salary noted above will be pro-rata. Hours of work are flexible. Selection may be based on written application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Katherine Johnson (02) 6244 2811 katherine.johnson@act.gov.au

## **Canberra Hospital and Health Services**

### **Women Youth and Children**

#### **Women, Youth and Children Health Programs**

##### **Asthma Nurse Educator**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29178)**

Gazetted: 29 June 2017

Closing Date: 13 July 2017

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: You will be working with a very experienced Asthma Educator within a friendly and supportive team. The Asthma Nurse Educator provides children, young people, families and Health Professionals with evidence based asthma education and support. The service collaborates with GPs, paediatricians, specialists, pharmacists and hospital staff to provide best practice in asthma management. The asthma educators provide information on: symptoms, trigger factors, devices used to deliver medication, combining sport with asthma, emergency management, asthma action plan's. This service also provides education on asthma management to CIT child care students and ANU medical students organises and coordinates Asthma study days and is a key partner in the ACT Asthma Support Network.

Eligibility/Other Requirements: Mandatory: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and hold a current driver's licence. Desirable: Accredited asthma educator qualification and Certificate IV in Training and Assessment or equivalent. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary part-time position available for three days a week (24 hours) for eleven months until 30 June 2018 and the full-time salary noted will be paid pro-rata.

Contact Officer: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Clinical**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 20524)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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: Ward 7A is seeking applications from dynamic and motivated Registered Nurses for the role of Registered Nurse level 2. Ward 7A is a general medical ward covering the specialities of Neurology, Infectious Diseases and Acute Stroke Care. There are 28 ward beds plus a 4 bed acute stroke unit.

Eligibility/Other Requirements: Mandatory: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: It is desirable that applicants should have a minimum of three years full-time equivalent (FTE) post registration experience in acute care or A registered nurse who holds a post-basic qualification eligible for recognition through remuneration of a qualification allowance, and 12

months FTE experience in acute care. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: Successful applicants will be expected to work a rotating roster.

Contact Officer: Zivai Maburuse (02) 6244 2657 zivai.maburuse@act.gov.au

**Canberra Hospital and Health Services**

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

**Rehabilitation and Specialty Mental Health**

**Social Worker, Occupational Therapist, Psychologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17020)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide 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: This allied health position is based in the Older Persons Mental Health Community Team and works within a case/clinical management model. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT. In this position the person will provide advanced assessment, recovery planning, clinical coordination and therapeutic interventions.

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. Highly desirable for all disciplines: Minimum of three years (ideal five years) post qualification.

Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Community Care Program**

**Continence Physiotherapist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28319)**

Gazetted: 29 June 2017

Closing Date: 13 July 2017

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: 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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health.

This position is part of the Community Care Program and works closely with the Continence Clinical Nurse Consultant and the wider multidisciplinary team. The Continence Physiotherapist provides assessment and treatment for men, women and children across a range of complex continence conditions and pelvic pain presentations. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Mandatory: Degree in Physiotherapy or equivalent qualification, and registration with the Physiotherapy Board of Australia. Current driver's licence is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Desirable: A post graduate qualification in pelvic floor physiotherapy.

Notes: This is temporary position available for a period of 12 months with the possibility of extension. This position is part time at 22:05 hours per week. The salary noted above will be pro rata for part-time hours. An order of merit will be established for filling vacant positions at level within the next 12 months from this process.

Contact Officer: Dominic Furphy (02) 6205 3808 dominic.p.furphy@act.gov.au

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health Support  
Community Health Centres  
Health Centre Coordinator**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 23044)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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: This position is a coordinator role and oversees administration staff in the Health Centres and the Walk-In Centres. This role also supports the building and works closely with clinical services. This applicant will be expected to build and maintain relationships, work as part of a team of coordinators and prioritise work and meet deadlines. This person will also need to have the ability to provide high quality, consistent customer service. This position is under the direction of the Administration Manager for Community Health Centres and the broader direction of the Operations Manager. Eligibility/Other Requirements: Desirable: Working towards or hold a Certificate in Management, Customer Service, Medical Terminology or another relevant field is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Trudi Thompson (02) 6207 8912 trudi.thompson@act.gov.au

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Dental Health Program**

**Finance Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 22972)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The Dental Health Program provides dental services to eligible Adults and children across the ACT from the Community Health centres. Under limited direction the Finance Officer processes accounts payable and receivable including processing of centre pay for clients, monthly accrual processing and manages client account enquiries. The position is based within the Dental Health Program Administration team.

Eligibility/Other Requirements: Sound computer skills, customer service experience are essential. Previous experience in a financial processing role, understanding of dental item numbers and billing processes or similar/or ability to acquire within a short time frame and sound time management skills are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of six months with the possibility of extension. Previous applicants need not reapply as they will be considered during this round.

Contact Officer: Karen Macdonald (02) 6205 1088 karen.macdonald@act.gov.au

**Canberra Hospital and Health Services**

**Surgery, Oral Health and Medical Imaging**

**Dental Region Program**

**Dental Laboratory Administration Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 33403)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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 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 Program is in the division of Surgery, Oral Health and Imaging and offers a range of dental services to the community, these include: Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school. Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card. Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card. This position is based at the Phillip Health Centre with the Dental Laboratory. It is responsible for the coordination of all internal prosthetic bookings for clients, accounts payable and general administration support to the area.

Eligibility/Other Requirements: Desirable: Previous experience in a Dental environment and knowledge and understanding of dental terminology and item numbers. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary full-time position available for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Karen MacDonald (02) 6205 1088 karen.macdonald@act.gov.au

**Corporate**

**Business Support**

**Security and Emergency Preparation**

**Volunteer Services Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 14927)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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: Business Support Services is a branch of the Office of the Deputy Director-General, Corporate Division. Business Support Services is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services and delivery of infrastructure and strategic support services to all acute and non-acute activities of ACT Health. This role is usually the first point of contact for the Volunteer Service through people presenting to the Volunteer Office or communicating over the phone or via email. This officer is responsible for providing administrative support to the Volunteer Manager in the day to day running of the Volunteer Services Unit and ACT Health Volunteer Programs.

Eligibility/Other Requirements: Desirable: Experience in a customer service role. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of six months. Applications should be no more than two pages.

Contact Officer: Isabel Massey (02) 6244 4228 isabel.massey@act.gov.au

**Canberra Hospital and Health Services**

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

**Justice Health Services**

**Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 38662, several)**

Gazetted: 29 June 2017

Closing Date: 13 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Justice Health Services Primary Health Team is part of Mental Health Justice Health and Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre and Bimberi Youth Justice Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses. 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: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Tash Lutz (02) 6207 2841 tash.lutz@act.gov.au



**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Physiotherapist**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 20869)**

Gazetted: 29 June 2017

Closing Date: 10 July 2017

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: 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 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. Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient centred care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; and applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence; and at least one year of full-time equivalent work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. The successful applicant will be required to participate in an overtime roster.

Contact Officer: Margot Green (02) 6244 2670 [margot.green@act.gov.au](mailto:margot.green@act.gov.au)

**Canberra Hospital and Health Services**

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

**Rehabilitation and Specialty Mental Health**

**Administrative Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 20982)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services

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 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 Mental Health Service for People with Intellectual Disability (MHS-ID) team is a specialist, cross-agency, consultation liaison service providing comprehensive clinical assessment and psychiatric treatment to consumers with a known or suspected intellectual disability and a known or suspected mental illness/disorder. The team provides mental health expertise, training and education to community professionals and support persons assisting people with an intellectual disability and a known or suspected mental illness. This multidisciplinary service collaborates with treating practitioners, families, support persons and other relevant agencies. Reporting to the manager of the MHS-ID team, the position involves managing all administrative aspects for this small specialist team including coordinating psychiatric clinics, transcription report typing and distributing psychiatric correspondence. In addition, this role provides support to the manager and MHS-ID team members to assist in the strategic and operational processes required to undertake team accountabilities including providing a quality service to the consumers of the team.

Eligibility/Other Requirements: Desirable: A current driver's licence is preferred but not essential. High level keyboard skills (i.e. accuracy and speed) is essential. An ability to use Dictaphone equipment and type using transcription equipment is highly desirable. Experience with medical terminology is preferred but not essential. Experience in the co-ordination of clinics, preparation of clinical files, typing and distribution of correspondence is preferred but not essential. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a part-time position at 27.33 hours per week. The salary noted above will be pro rata for part-time hours. An order of merit will be established from this process and may be used to fill future identical permanent vacancies over a 12 month period.

Contact Officer: Shirley-Anne McIntyre (02) 6207 8210 shirley-anne.mcintyre@act.gov.au

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health and Alcohol and Drug Services**  
**Child and Adolescent Mental Health**  
**Health Professional Level 1- CAMHS**  
**Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 13951)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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: 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. Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. The CAMHS Eating Disorders Program (EDP) team is made up of multi disciplinary mental health professionals who provide assessment and treatment within a recovery framework. This role will be to conduct assessment, provide evidence based

psychological therapies to children, adolescents and adults with an eating disorder and facilitate group day program under guidance from senior clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: 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). 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*. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and must hold a current driver's licence.

Notes: This is a temporary part-time position available at 14:42 hours per week for a period of six months with the possibility of extension. The full time salary above will be paid pro-rata. Selection may be based on application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Elissa See (02) 6205 1519 [elissa.see@act.gov.au](mailto:elissa.see@act.gov.au)

**Canberra Hospital and Health Services  
Surgery, Oral Health and Medical Imaging  
Surgical Wards**

**Orthoptist**

**Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 38307)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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 multidisciplinary outpatient Ophthalmology team at Canberra Hospital comprises three orthoptists, three nurses, four staff specialist ophthalmologists, four VMO's and three ophthalmology registrars. It is responsible for the coordination and delivery of ophthalmic health care in the ACT. We provide all emergency eye services for the territory, and non-emergency corneal, retinal, paediatric and neuro-ophthalmic clinics. Cataract surgery, and non-retinal eye surgery is performed at Calvary hospital. We aim to ensure effective and efficient patient care is provided in inline with ACT health values. We sit within the Division of Surgery, Oral Health, which is also 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.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) in an allied health profession, **or**, where from a non-registered allied health profession, eligibility for membership of the appropriate professional organisation. Tertiary qualifications, Degree and/or Masters in Orthoptics or equivalent are required. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment offers being made. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available for a period of six months with the possibility of extension. This position is part-time at 14:42 hours per week. The salary noted above will be pro rata for part-time hours.

Contact Officer: Claire Worrall (02) 6174 5870 [claire.worrall@act.gov.au](mailto:claire.worrall@act.gov.au)

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Critical Care Administration**

##### **Emergency Department Administration Support Officer**

##### **Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 24309)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

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: 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 Critical Care is a business unit of Canberra Hospital and Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department, Capital Region Retrieval Services, Intensive Care Unit, Acute Clinical Services Unit and Research and Service Development Unit. Canberra Hospital and Health Services (CHHS) Emergency Department is the major tertiary referral hospital and trauma centre for the ACT and surrounding region of NSW with 82, 000 presentations each year. CHHS Emergency Department provides care for adults and children of all ages with specialised assessment and treatment for all illnesses and injuries. CHHS Emergency Department is a highly dynamic and skilled multidisciplinary team and aims for excellence in patient care. The Emergency Department Administration Support Officer provides day-to-day administrative support to the Canberra Hospital Emergency Department, 24 hours a day, seven days a week. The position reports to the Emergency Department Administration Manager, Division of Critical Care. Under broad direction, you will play a role in providing day-to-day support to the Emergency Department including, but not limited to: Patient registration, ward round, patient billing, phone management, stocking or supplies and general administrative tasks as directed.

Eligibility/Other Requirements: Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for 12 months with the possibility of extension and/or permanency. The successful applicant will be required to work on a 24 hour, seven days a week rotating roster. These positions attract penalties rates for employees who are rostered to work outside the hours of 6:00pm and 6:30am as outlined in the ACT Public Service (Administrative and Related Classifications) Enterprise Agreement 2013-17. Contact Officer: Haylee Snowdon (02) 6244 4115 haylee.snowdon@act.gov.au

## **Corporate**

### **Business Support**

#### **Business Support and Development**

##### **Sterilising Technician**

##### **Health Service Officer Level 3/4 \$48,385 - \$51,869, Canberra (PN: C06706, several)**

Gazetted: 29 June 2017

Closing Date: 6 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Health Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Bruce Public Hospital (CBPH) and private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). SS provides reprocessing of RMDs, purchasing, instrument repairs and maintenance. SS is organised into the following functional areas: SS at Mitchell, including management and

administration; Pre-Rinse and Sterilising Unit (PRSU) at Ch; Pre-Rinse and Sterilising Unit (PRSU) at CBPH; Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH. Under supervision, the Sterilising Services Technician will reprocess Reusable Medical Devices (RMD) in accordance with operational requirements, AS/NZ 4187:2014, GENCA guidelines, Infection Control guidelines, the Quality Management System, Workplace Safety (WPS) and ACT Health policy and procedures.

Eligibility/Other Requirements: Desirable: Previous experience in sterilising in a healthcare setting is preferred but not essential, as all successful applicants will be offered competency-based training. A current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary casual position which involves participating in an on-call roster. The rotating shift roster may require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, CH including CRU and CBPH, please note, CBPH has an additional shift rotation of 2:30pm – 11:00pm). The ability to work as a positive team member and work independently with a willingness to work flexible hours, including shift work, public holidays, occasional solo night shifts and weekend rosters is required.

Contact Officer: Tanya Gutierrez (02) 6207 5941 tanya.gutierrez@act.gov.au

### **Justice and Community Safety**

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

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

#### **Executive – Office of the Director-General**

##### **Executive Assistant to the Director-General**

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

Gazetted: 22 June 2017

Closing Date: 6 July 2017

Details: Justice and Community Safety Directorate (JACSD) are currently seeking an enthusiastic and organised person for the role of Executive Assistant to Director-General. The Executive Assistant provides strategic, operational and administrative support to the Director-General. The role is required to exercise a considerable degree of independence and consistently exercise sound judgment. The successful candidate will need to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise constantly. It will be required to liaise across the ACT Government with various senior stakeholders, whilst maintaining a high level of confidentiality and discretion, respond quickly to business needs and adheres to tight timeframes. This individual will provide high level administrative support to the Director-General in a dynamic and high pressure corporate environment. Specific duties include: comprehensive diary management requiring the ability to multi-task competing priorities and being proactive in diary planning; strategically and sensitively manage access to the Director-General, enabling them to manage their time as effectively as possible; executive email management, prioritising and categorising emails and coordinating response and delegating actions as directed by the Director-General; exercise discretion and mature judgment in all interactions with stakeholders and staff; ensuring the Executive is well prepared for meetings, including preparing of meeting papers and organising briefings as required; screen and manage incoming telephone calls and visitors to the Executive; tracking, drafting and coordinating correspondence including detailed or sensitive information requests and tasks set by the Director-General; arrange travel and accommodation and manage the reconciliation of credit cards and fringe benefits tax. The suitable applicant will lead, mentor and supervise a team of Executive Assistants, with the ability to delegate and support the team as required. They must provide high level stakeholder management with the capacity to build strong rapport and an emphasis on customer service. Having the ability to prioritise workload, problem solve and work as an organised, positive and proactive member of the Executive team is a requirement. Secretariat and other support is essential, including preparation of agendas and minute taking with attention to detail.

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

Contact Officer: Kaye Yen (02) 6207 4813 kaye.yen@act.gov.au

**Executive – Office of the Director-General**

**Executive Assistant to the Deputy Director-General**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 10289, several)**

Gazetted: 22 June 2017

Closing Date: 6 July 2017

Details: Justice and Community Safety Directorate (JACSD) are currently seeking an enthusiastic and organised person for the role of Executive Assistant to the Deputy Director-General. The Executive Assistant provides strategic, operational and administrative support to the Deputy Director-General. The role is required to exercise a considerable degree of independence and consistently exercise sound judgment. The successful candidate will need to engage in continual problem solving, complex and sensitive issues management, have outstanding multi-tasking skills and the capacity to prioritise constantly. It will be necessary to liaise across the ACT Government with various senior stakeholders, whilst maintaining a high level of confidentiality and discretion, responds quickly to business needs and adheres to tight timeframes. This individual will provide high level administrative support to the Deputy Director-General in a dynamic and high pressure corporate environment. Specific duties include: comprehensive diary management requiring the ability to multi-task competing priorities and being proactive in diary planning; strategically and sensitively manage access to the Deputy Director-General, enabling them to manage their time as effectively as possible; executive email management, prioritising and categorising emails and coordinating response and delegating actions as directed by the Deputy Director-General; exercise discretion and mature judgment in all interactions with stakeholders and staff; ensuring the Executive is well prepared for meetings, including preparing of meeting papers and organising briefings as required; screen and manage incoming telephone calls and visitors to the Executive; tracking, drafting and coordinating correspondence including detailed or sensitive information requests and tasks set by the Deputy Director-General; arrange travel and accommodation and manage the reconciliation of credit cards and fringe benefits tax. The suitable applicant must provide high level stakeholder management with the capacity to build strong rapport and an emphasis on customer service. They must have the ability to prioritise workload, problem solve and work as an organised, positive and proactive member of the Executive team. Secretariat and other support is essential, including preparation of agendas and minute taking with attention to detail.

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

Contact Officer: Kaye Yen (02) 6207 4813 [kaye.yen@act.gov.au](mailto:kaye.yen@act.gov.au)

**ACT Law Courts and Tribunal**

**Magistrates Court**

**Magistrates Court Registrar**

**Legal Officer**

**Legal 1 \$61,785 - \$124,436, Canberra (PN: 42388, several)**

Gazetted: 23 June 2017

Closing Date: 10 July 2017

Details: The ACT Law Courts and Tribunal are seeking experienced lawyers for the role of Legal Officer within the Magistrates Court Registrar's office of the ACT Magistrates Court. The successful applicants will have effective legal management and analytical skills to undertake the judicial functions and the provision of legal services, including but not limited to alternative dispute resolution and Counsel Assisting the Coroners. The successful applicants will also provide legal and policy advice as required, exercise sound judgement in relation to the management and investigation of complex and sensitive matters and is expected to be able to build sound working relationships with a range of key stakeholders and represent the Court at inter-agency meetings. Applicants for this role must have at least three years post admission experience practicing as a Legal Practitioner.

Eligibility/Other Requirements: Admission to practise as a legal practitioner of the ACT Supreme Court, the High Court, or the Supreme Court of a State or another Territory with at least three years post admission experience.

Notes: This position is being readvertised, previous applicants will be considered and need not reapply. There are two permanent positions available however one is an anticipated vacancy. Selection may be based on written application and referee reports only. Applicants are required to submit a current Curriculum Vitae (CV), contact details of at least two referees (one of whom should be your current supervisor) and responses addressing the selection criteria (responses to each selection criteria should be no longer than 350 words). For information on the ACT Law Courts and Tribunal please visit: [www.courts.act.gov.au](http://www.courts.act.gov.au).

Contact Officer: Michael Edwards (02) 6207 1060 [michael.edwards@courts.act.gov.au](mailto:michael.edwards@courts.act.gov.au)

## Transport Canberra and City Services

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

### **Transport Canberra**

#### **Light Rail**

#### **Operations**

#### **Operations Manager**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 38600)**

Gazetted: 23 June 2017

Closing Date: 7 July 2017

Details: The Operations Manager will report to the Director Operations. The Operations branch is responsible for the end-user customer requirements; management of all light rail operations components of the Project; and the overall facilitation of the integration of the light rail system into the Canberra public transport network. Further information is available from <http://lightrailact-hudson.com.au/>

Eligibility/Other Requirements: Relevant tertiary qualification and/or significant experience or in a customer service environment. Experience within a public transport environment preferable but not essential.

How to apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and ability against the selection criteria, coversheet, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer at [lightrailact@hudson.com](mailto:lightrailact@hudson.com)

Contact Officer: Matthew Smee or Sarah Jennings (02) 6229 1540 [lightrailact@hudson.com](mailto:lightrailact@hudson.com)

### **Strategy, Innovation and Customer Experience**

#### **Innovation and Technology**

#### **Spatial Infrastructure**

#### **Spatial Infrastructure Officer**

#### **Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 38790)**

Gazetted: 23 June 2017

Closing Date: 1 July 2017

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. Strategy Innovation and Customer Experience (SICE) was established on 1 July 2016 to support TCCS in continually improving its services and implementing innovative programs and services to the Canberra Community. It is made up of three business Units: Customer Experience; Innovation and Technology; and Assets, Schools and Active Travel. The Innovation and Technology Branch is an enabling unit for reform and innovation across TCCS. The branch works in collaboration with TCCS and other stakeholders to drive innovation and build data and analytics capabilities including through the delivery of a suite of systems that support the directorate. The team is responsible for the delivery of TCCS asset information; Geographic Information Systems (GIS); IT security advice; spatial systems, and spatial infrastructure and systems. The Spatial Infrastructure Officer position is a specialist role responsible for solution delivery of the integration of spatial and related information. They will provide technical advice on the establishment and management of spatial information and business systems to support TCCS including the Corporate Geographic Database (CGD) and Integrated Asset Management System (IAMS). The position is also responsible for the management and administration of the metadata for these business systems.

Eligibility/Other Requirements: Must have extensive experience in Geographic Information Systems; be a permanent resident of Australia and have a current driver's licence.

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

Contact Officer: Chris Comer (02) 6207 6557 [chris.comer@act.gov.au](mailto:chris.comer@act.gov.au)

**City Services**

**Roads ACT**

**Road Maintenance**

**Road Worker**

**General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 01890, several)**

Gazetted: 27 June 2017

Closing Date: 15 July 2017

Details: Road Maintenance has several positions of six months and 12 months duration. Road Maintenance is seeking suitable candidates who, under general direction from the Works Supervisor, will carry out general road maintenance duties within a road maintenance crew. Duties include street sweeper operations, asphalt operations, pavement marking, sign maintenance, pothole repair, traffic control and operation of a range of road maintenance plant and equipment. The position may include a compulsory component of shift work (morning shift/evening shift). This will allow flexibility in the delivery of the street sweeping program. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Construction Induction (White card), Asbestos Awareness training, current driver's licence (Medium Rigid desirable); Traffic Control Certificate (desirable).

Notes: These are temporary positions available for periods of six and 12 months with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Shane Holden 0478 404 534 shane.holden@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.

***APPOINTMENTS***

**Canberra Institute of Technology**

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

Kayla McIntosh 844-81103, Section 68(1), 27 June 2017

**Chief Minister, Treasury and Economic Development**

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

Deanne Allum-Walsh 853-61509, Section 68(1), 26 June 2017

**Indigenous Trainee \$47,092 - \$51,800**

Diana Ciuffetelli 853-56689, Section 68(1), 3 April 2017

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

Vittorio Colosimo 846-86432, Section 68(1), 29 June 2017

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

Daniel McKenny 853-54827, Section 68(1), 10 March 2017

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

Chen Chen 848-7972, Section 68(1), 20 June 2017

**Education**

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



Nicole Scandura 849-01614, Section 68(1), 26 June 2017

### Health

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

Breeji Babu Remani 848-84295, Section 68(1), 29 June 2017

**Registered Nurse Level 3.2 \$114,377**

Nadia Burkolter 848-83743, Section 68(1), 19 June 2017

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

Anamika Dass 844-34817, Section 68(1), 29 June 2017

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

Ruth Davis 820-92542, Section 68(1), 26 June 2017

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

Emily Haesler 847-01321, Section 68(1), 1 July 2017

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

Victoria Headon 853-60960, Section 68(1), 26 June 2017

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

Kate Heery 853-51300, Section 68(1), 22 June 2017

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

Susan Jennings 845-02971, Section 68(1), 29 June 2017

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

Arun Justus Saroga 848-84148, Section 68(1), 29 June 2017

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

Ming Lau 848-19995, Section 68(1), 30 June 2017

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

Josiane Luppi 847-02850, Section 68(1), 29 July 2017

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

Therese Martin 846-98978, Section 68(1), 30 June 2017

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

Kimberley Sugay 853-64435, Section 68(1), 26 June 2017

### Transport Canberra and City Services

**Bus Operator - Training \$66,211**

Charles Buchanan 853-61701, Section 68(1), 23 June 2017

**Bus Operator - Training \$66,211**

Anthony Doumos 853-61728, Section 68(1), 23 June 2017

**Bus Operator - Training \$66,211**

Sidath Gunawardana 853-61699, Section 68(1), 23 June 2017

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

Cameron Hollis 853-55758, Section 68(1), 10 March 2017

**Bus Operator - Training \$66,211**

Brian Mewburn 853-61672, Section 68(1), 23 June 2017

**Bus Operator - Training \$66,211**

Farhod Moarefi 853-61621, Section 68(1), 23 June 2017

**Bus Operator - Training \$66,211**

Kelly Murphy 853-61680, Section 68(1), 23 June 2017

**Bus Operator - Training \$66,211**

Simon Porgazian 853-61496, Section 68(1), 23 June 2017

**General Service Officer Level 5 \$52,198 - \$54,949**

Beverley Rojas 853-61752, Section 68(1), 22 June 2017

**Infrastructure Officer 5 \$142,761**

John Adrian Smart 853-62122, Section 68(1), 1 July 2017

**Bus Operator - Training \$66,211**

Mathew Summerfield 853-61488, Section 68(1), 23 June 2017

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

Emma Wright 848-78127, Section 68(1), 26 June 2017

***PROMOTIONS***

**Chief Minister, Treasury and Economic Development**

**Shared Services**

**Business Application Management**

**Education ICT**

**Anthony William Amit: 844-81680**

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. 05302) (Gazetted 1 February 2017)

**Shared Services**

**Shared Services ICT**

**Technology Service Delivery**

**Bruce Bull: 542-11081**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38501) (Gazetted 14 December 2016)

**Enterprise Canberra**

**VisitCanberra**

**Marketing**

**Donna Ciaccia: 781-42156**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35911) (Gazetted 29 June 2017)

**Revenue Management Division**

**Operations**

**Kellie Seal: 848-76113**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 00011) (Gazetted 29 June 2017)

**Shared Services**

**Business Application Management**

**Education ICT**

**Ellen Somerville: 834-25943**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07226) (Gazetted 27 March 2017)

**Community Services**

**Strategy, Participation and Early Intervention**

**Organisational Governance**

**Sheldon Levi Fenning: 791-2930**

From: Administrative Services Officer Class 2 \$52,991 - \$58,513

Chief Minister, Treasury and Economic Development

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

Community Services, Canberra (PN. 55630) (Gazetted 11 April 2017)

**Health**

**Canberra Hospital and Health Services**

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

**Justice Health Services**

**Cheryl Cuthbertson: 844-81023**

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

Health

To: †Registered Nurse Level 3.2 \$114,377

Health, Canberra (PN. 29880) (Gazetted 25 May 2017)

**Innovation**

**Strategy and Design**

**System Innovation Group**

**Rajvir Kaur: 846-94440**

From: Administrative Services Officer Class 3 \$60,039 - \$64,616  
Health  
To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Health, Canberra (PN. 27560) (Gazetted 13 April 2017)

**Corporate**

**ICT Health**

**Recurring Supplies and Maintenance**

**Surangani Luck: 740-96519**

From: Senior Officer Grade C \$100,462 - \$108,140  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade B \$118,319 - \$133,197  
Health, Canberra (PN. 38488) (Gazetted 4 May 2017)

**Justice and Community Safety**

**Legislation, Policy and Programs**

**Civil Law**

**Julie Maree Beddoe: 742-45350**

From: Legal 1 \$61,785 - \$124,436  
Justice and Community Safety  
To: †Senior Officer Grade B \$118,319 - \$133,197  
Justice and Community Safety, Canberra (PN. 44045) (Gazetted 29 June 2017)

**ACT Law Courts and Tribunal**

**Magistrates Court**

**Registry Operations – Civil Unit**

**Courtney Brown: 846-95793**

From: Administrative Services Officer Class 3 \$60,039 - \$64,616  
Chief Minister, Treasury and Economic Development  
To: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Justice and Community Safety, Canberra (PN. 23456) (Gazetted 3 March 2017)

**Transport Canberra and City Services**

**Transport Canberra**

**Light Rail**

**TCLR Communications**

**Megan Baker: 846-92170**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Transport Canberra and City Services  
To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Transport Canberra and City Services, Canberra (PN. 38594) (Gazetted 16 May 2017)

**Chief Operating Officer Group**

**Governance and Business Solutions**

**Assembly and Government**

**Lauren Cunningham: 827-35149**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 34483) (Gazetted 2 June 2017)

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

**City Services**

**Infrastructure Planning and Operations**

**Roads ACT**

**Benjamin William Hubbard: 846-96446**

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 46701) (Gazetted 7 June 2017)

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