



ACT Government Gazette

Gazetted Notices for the week beginning 21 September 2017

VACANCIES

Calvary Health Care ACT (Public)

Medical Administration

Medical Education

Medical Education Support Officer

Administrative Service Officer 5 \$74,081 to \$78,415, Canberra

Gazetted: 27 September 2017

Closing Date: 1 October 2017

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

Reference Number: 15833

Contact Officer: Gaylene Findlay (02) 6264 1729 gaylene.findlay@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.com.au>

Woman and Infants

Obstetrics and Gynaecology

Staff Specialist – Obstetrics and Gynaecology

Staff Specialist Band 1 - Staff Specialist Band 5 \$164,470 - \$202,960, Canberra

Gazetted: 27 September 2017

Closing date: 13 October 2017

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

Reference Number: 15819

Contact Officer: Gaylene Findlay (02) 6264 7129 gaylene.findlay@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.com.au>

Medical and Surgical Specialties

Nursing Director - Medical and Surgical

Registered Nurse Level 5 Grade 5 \$156,066, Canberra

Gazetted: 27 October 2017

Closing date: 20 October 2017

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

Reference Number: 15838

Contact Officer: Hamish Jeffrey (02) 6201 6160 hamish.jeffrey@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.com.au>

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Business Services

Strategic Finance

Financial Accountant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 01579)

Gazetted: 22 September 2017

Closing Date: 6 October 2017

Details: The Shared Services Strategic Finance, Reporting and Budgeting team is seeking expressions of interest for the Financial Accountant position. The position provides strategic financial management, advice and support to the business units of Shared Services and the Directorate. The Financial Accountant is responsible for financial management reporting, assisting with Shared Services budgeting requirements and the preparation of various financial reconciliations and analyses. The position is also responsible for resolving business related accounting issues and for the ongoing development and improvement of financial processes, policies and procedures.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting, Commerce, Finance or related field is required as well as Australian Society of Certified Practising Accountants (ASCPA), National Institute of Accountants (NIA) or Institute of Chartered Accountants (ICA) membership, or progression towards these qualifications is required.

Note: This position is available for temporary filling for a period of six months with the possibility of extension and/or permanency. Expressions of interest are sought from potential candidates and should include a supporting statement addressing the selection criteria, contact details of at least two referees and a current curriculum vitae.

Written referee reports to be provided at time of interview.

Contact Officer: Michelle Chu (02) 6205 2670 michelle.chu@act.gov.au

Shared Services

Shared Services ICT

Business Application Management

Service Transition Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 24310)

Gazetted: 27 September 2017

Closing Date: 11 October 2017

Details: This role will be required to deliver comprehensive training and support documentation for computer based business applications to ACT Health staff, in particular the ACT Patient Administration System (ACTPAS), Clinical Portal and the Mental Health Client Management Application (MHAGIC).

Eligibility/Other Requirements: Previous experience in Information and Communication Technology (ICT) Application support and/or ICT Application training is desirable; Certificate IV in Training and Assessment or willingness to obtain qualifications and awareness of privacy and confidentiality when working with health business applications and information would be an advantage. The possession of, or the ability to attain a baseline security clearance is a requirement.

Note: This is a temporary position available until 30 April 2018 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. Educational and professional qualifications checks may be undertaken prior to employment.

Contact Officer: Melinda Jeffery (02) 6205 2272 melinda.jeffery@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Business Engagement Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 02498)

Gazetted: 27 September 2017

Closing Date: 4 October 2017

Details: The successful applicant will be required to engage with stakeholders about changes to business practices and systems to ensure client and user requirements are captured. The applicant will have a focus on reducing red tape and streamlining business practices while developing training requirements and business procedures for new initiatives. The Engagement Manager will represent the views of stakeholders in system design and development meetings.

Contact Officer: Brett Swale (02) 6207 7077 brett.swale@act.gov.au

Shared Services

Shared Services ICT

Business Application Management

Applications Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 19528)

Gazetted: 22 September 2017

Closing Date: 6 October 2017

Details: This role will be required to deliver comprehensive training and first tier support for computer based business applications to ACT Health staff, in particular the ACT Patient Administration System (ACTPAS), Clinical Portal and the Mental Health Client Management Application (MHAGIC).

Eligibility/Other Requirements: The possession of, or the ability to attain a baseline security clearance is a requirement. Participation in the afterhours on-call roster for application support is mandatory once skill set is developed. Awareness of privacy and confidentiality when working with health business applications and information would be an advantage. Education and professional qualifications checks may be undertaken prior to employment. Willingness to obtain qualifications in IT applications training would be an advantage.

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

Contact Officer: Sara Brown (02) 6207 1288 sara.brown@act.gov.au

Access Canberra

Licensing and Registration

Transport Licensing

Specialist Driver Licensing Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 00354)

Gazetted: 22 September 2017

Closing Date: 29 September 2017

Details: The successful applicant will have a passion for ensuring compliance with driver licence legislation while providing professional and informative customer service. The Specialist Driver Licensing Officer is responsible for managing compliance with alcohol interlock orders, probationary licences, court disqualifications and immediate suspension notices. These processes are focussed on ensuring compliance with government road safety programs. The position would suit a person that is able to apply complex legislation, assist clients understand their responsibilities, work with external agencies and client representatives.

Eligibility/Other Requirements: This position requires a detailed knowledge of Driver Licence legislation and policy as it relates to alcohol interlocks and probationary and restricted licences.

Contact Officer: Brett Swale (02) 6207 7077 brett.swale@act.gov.au

Office of the Chief Digital Office

Administrative/Executive Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36109)

Gazetted: 22 September 2017

Closing Date: 6 October 2017

Details: The Office of the Chief Digital Officer (OCDO) was established in 2015 to drive the ACT's digital agenda and lead the whole of government strategic direction for Information and Communication Technology (ICT). We are a small team with an ambitious agenda and are looking for someone to help keep us organised and on track. As the administrative focal point for this small group, it is important that you will be a consummate team player who can take the initiative to seek out and understand the needs of the whole group and fill the gaps to ensure we are a cohesive and effective team. The work will involve all the usual administrative tasks, from finance to diary management, but there's also the opportunity to assist with digital transformation projects and learn new ways of doing things. If you are good at herding cats, have an eye for detail and a willingness to jump in and try new things, this is the job for you. Tell us in a maximum of two pages how you would make this team run smoothly, include referee details and we'll be back in touch.

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

Contact Officer: Jon Cumming (02) 6207 2242 jon.cumming@act.gov.au

Policy and Cabinet

Strategic Policy

Health, Education and Workplace Relations

Senior Manager - Health, Education and Workplace Relations

Senior Officer Grade A \$137,415, Canberra (PN: 17019)

Gazetted: 22 September 2017

Closing Date: 6 October 2017

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Senior Manager. The successful applicant will have high-level

capacity to provide strategic policy direction and advice, deliver major policy and project outcomes and have effective communication, representation and liaison skills. Leading the Health, Education and Workplace Relations team the roles primary responsibility are matters within the purview of Education, Health, Justice and Community Safety.

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

Contact Officer: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

Shared Services

Partnership Services

Service Centre

Service Centre Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 08251)

Gazetted: 26 September 2017

Closing Date: 10 October 2017

Details: We are looking for a Senior Manager with strong customer service experience to manage our customer facing Service Centre that includes our Service Desks, HR Information and Recruitment teams. You will need to have exceptional people management and stakeholder relationship skills.

Contact Officer: Andrew Whale (02) 6205 3680 andrew.whale@act.gov.au

Access Canberra

Projects, Governance and Support

Finance and Budgets

Deputy Director

Senior Officer Grade A \$137,415, Canberra (PN: 35192)

Gazetted: 21 September 2017

Closing Date: 12 October 2017

Details: Are you an oracle with Oracle? In the midst of accrual world are you a great communicator able to get across a number of ideas? Do you excel with Excel? Are you interested in working in a team where everyone counts? Puns aside, Access Canberra is looking for a Deputy Director for our Finance and Budgets team. The Deputy Director provides support across the organisation to ensure high quality management of all things financial. Working closely with all the executives of Access Canberra and the Strategic Finance team in the Chief Minister's Directorate, the successful applicant will need a great grasp of the *Financial Management Act* and be able to communicate ideas and concepts clearly. The role will also require some regulation of the regulators. The position is based in Access Canberra's fabulous new Activity Based Workplace hub at Woden and the successful candidate will be managing an outstanding team of dedicated people. So if you have demonstrated experience as a leader, have financial skills and acumen and are willing to give Access Canberra a try, then please apply.

Eligibility/Other Requirements: Relevant financial experience necessary.

Note: Applications of two pages setting out an achievement of which you are most proud and how that relates to the selection criteria, a curriculum vitae and the contact names of at least two referees are required. Selection may be based on application and referee reports only.

Contact Officer: Ron Leonard (02) 6207 0378 ron.leonard@act.gov.au

Policy and Cabinet

Strategic Policy

Strategic Policy / Social Inclusion and Justice

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33766)

Gazetted: 27 September 2017

Closing Date: 11 October 2017

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and appropriately skilled person to undertake the role of Senior Policy Officer. The successful applicant will have high-level capacity to provide strategic policy direction and advice, deliver major policy and project outcomes and have effective communication, representation and liaison skills. The position supports the preparation and coordination of complex briefings and correspondence on Cabinet and ministerial business. The officer will also assist with legislative and policy development work to support the ongoing implementation of the Reportable Conduct Scheme.

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

Contact Officer: Kieran Ives (02) 6207 0206 kieran.ives@act.gov.au

Shared Services

Business Services

Strategic Finance

Senior Financial Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14613)

Gazetted: 22 September 2017

Closing Date: 6 October 2017

Details: The Shared Services Strategic Finance, Reporting and Budgeting team is seeking expressions of interest for the Senior Financial Accountant positions. The position provides strategic financial management, advice and support to the business units of Shared Services and the Directorate. The Senior Financial Accountant is responsible for financial management reporting requirements, the preparation of Shared Services budget and various financial reconciliations and analyses. The position is also responsible for providing leadership, building team effectiveness, and improving financial processes.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting, Commerce, Finance or related field is required as well as Australian Society of Certified Practising Accountants (ASCPA), National Institute of Accountants (NIA) or Institute of Chartered Accountants (ICA) membership, or progression towards these qualifications is required.

Note: This position is available for temporary filling for a period of six months with the possibility of extension and/or permanency. Expressions of interest are sought from potential candidates and should include a supporting statement addressing the selection criteria, contact details of at least two referees and a current curriculum vitae. Written referee reports to be provided at time of interview.

Contact Officer: Michelle Chu (02) 6205 2670 michelle.chu@act.gov.au

Community Services

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

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

Corporate Services

People Management

Workforce Development – Training Systems

System Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 11422)

Gazetted: 27 September 2017

Closing Date: 4 October 2017

Details: Workforce Development – Training Systems seeks an enthusiastic individual who likes daily challenges and finding solutions around IT systems with some experience or ability to work with Learning Management System databases. Some of the duties will include overseeing the day to day operations of the Community Services Directorate (CSD) Learning Management System that both schedules courses and manages enrolments in all CSD training courses. Ability to maintain data systems and prepare reports on learning management and development areas undertaken by staff at CSD. Provide phone support and guidance to CSD staff around the use of the CSD learning Management Systems to schedule and maintain courses, schedule Microsoft Outlook calendar bookings for the training rooms located within the Professional Development Centre – Nature Conservation House, Belconnen. Provide administrative support for the unit, including ordering of office supplies, prepare accounts for payment, and managing petty cash. Liaise with government and non-government agencies and training providers with regard to administrative matters.

Note: This is a temporary position available for a period of six months with the possibility of extension. This is a readvertised position. Previous applicants will be considered and do not need to reapply.

Contact Officer: Luke Drady (02) 6207 1061 luke.drady@act.gov.au

Education

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

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

School Performance and Improvement

Belconnen Network

Hawker College

Food Technology Assistant

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 37754)

Gazetted: 22 September 2017

Closing Date: 12 October 2017

Details: The successful applicant will be required to assist in the operations of a food/hospitality program at Hawker College.

Eligibility/Other Requirements: First Aid Certificate or a willingness to undertake appropriate training; Certificate III or equivalent or relevant Trade qualification e.g. Hospitality, School Support Services are desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a permanent part-time position and the full-time salary noted above will be paid pro-rata. Daily hours for this position are from 07:30am to 14:30pm (6:15 hours) Monday to Friday.

Contact Officer: Karin Mitchell (02) 6142 0359 karin.mitchell@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Hawker College

Technology Assistant

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 00700)

Gazetted: 21 September 2017

Closing Date: 12 October 2017

Details: The successful applicant will be required to provide technical and procedural support and advice to teachers. The officer will also be responsible for the safe operation and maintenance of equipment and supplies in the Technology, Woodwork and Art areas of the College.

Eligibility/Other Requirements: First Aid Certificate or a willingness to undertake appropriate training. Certificate III or equivalent or relevant Trade qualification e.g. Automotive Mechanical Technology, Cabinet Making, Carpentry, Engineering, Furniture Making, Joinery are desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a permanent part-time position available at 25 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only. Applicants are strongly encouraged to call the contact officer for further information regarding this position.

Contact Officer: Karin Mitchell (02) 6142 0355 karin.mitchell@ed.act.edu.au

System Policy and Reform

Early Childhood Policy and Regulation

Manager, Early Childhood Policy

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38555)

Gazetted: 22 September 2017

Closing Date: 6 October 2017

Details: Early Childhood Policy and Regulation is seeking an experienced Manager to provide strategic and innovative leadership to the Early Childhood Policy team. The position involves responsibility for oversight, management and direction of early childhood policy development and delivery within the Early Childhood Policy and Regulation branch. The Manager will develop professional working partnerships with teams within the

Education Directorate and the Human Services Cluster Directorates, and within the early childhood education and care sector, to deliver policy which promotes positive outcomes for children and their families in the ACT.

Eligibility/Other Requirements: 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

Desirable: Qualifications relevant to the role.

Contact Officer: Sean Moysey (02) 6207 2143 sean.moysey@act.gov.au

Environment, Planning and Sustainable Development

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

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

Chief Operating Officer

Governance, Compliance and Legal

Director, Governance, Compliance and Legal

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E1011)

Gazetted: 25 September 2017

Closing Date: 9 October 2017

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, heritage and water. It administers the Territory Plan and is responsible for spatial planning, planning approvals and sustainable urban design. The Directorate includes: the ACT Parks and Conservation Service, which manages the ACT's conservation estate including nature reserves, national parks, commercial softwood forests and rural lands; the Asbestos Response Taskforce; and the Public Renewal Housing Taskforce.

EPSDD is seeking to fill the role of Director - Governance, Compliance and Legal. This position is responsible for leading the development of better practice governance frameworks, systems and behaviours across the Directorate. As part of the senior leadership team the successful applicant will play a lead role in setting a positive culture based on respect and collaboration to operationalise sound governance, accountability and risk management behaviours across the Directorate. The position requires an energetic person with exceptional leadership and management skills to lead a high performing team and set direction within a complex organisation that has a broad range of responsibilities. Experience at an executive level in effective governance, financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships, balanced decision making and issue management is essential.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

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

Chief Operating Officer

Finance, Information and Assets

Asset Manager

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

Gazetted: 21 September 2017

Closing Date: 29 September 2017

Details: Strategic Finance are seeking an experienced finance professional to manage the Directorate's asset program and assist with the preparation of the annual financial report and monthly reporting schedules for asset management and relevant accounting disclosures. The successful applicant will have high level communication skills and attention to detail. Ideally they will have prior experience in asset management roles and strong technical accounting skills.

Eligibility/Other Requirements: Tertiary qualifications in Accounting or a related field and CA/CPA qualification or progress towards is highly desirable.

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

Contact Officer: Melissa Tetley (02) 6207 9107 melissa.tetley@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Medicine

Infectious Diseases

Infectious Diseases

Senior Specialist \$222,205, Canberra (PN: 38379)

Gazetted: 28 September 2017

Closing Date: 5 October 2017

Overview of the work area and position: Applicants should have had training and experience in Infectious Diseases. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced Trainees in Infectious Diseases. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff. Participation in the on-call and weekend arrangements for the Infectious Diseases Unit roster is expected. Calvary Public Hospital Bruce is located in the northern suburbs of Canberra, spread over two campuses. The Bruce campus offers acute and sub-acute services, while the Barton campus is home to the Clare Holland House Hospice, the 19 bed inpatient unit, a Specialist Community Palliative Care Service and the Calvary Centre for Palliative Care Research. The Calvary model of care sees multidisciplinary teams work collaboratively to provide a high quality of patient care to the 256 bed hospital and associated community and ambulatory care services. Salary, Remuneration and Conditions: 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 \$356,505 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 Physicians (FRACP) in Infectious Diseases. Applicants must either be Australian Citizens or be a Permanent Resident in order to apply. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check, comply with ACT Health Occupational Assessment, Screening and Vaccination policy

Contact Officer: Dr Nicholas Coatsworth, Director, Department of Infectious Diseases (02) 6244 2105

nicholas.coatsworth@act.gov.au

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

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Medical Oncology

Medical Oncology

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 18683)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

Conjoint Appointment: Canberra Hospital and the Australian National University Medical School. Overview of the work area and position:

It is expected that the applicant will have experience and expertise in Medical Oncology. Responsibilities will include inpatient and outpatient care, supervision of trainees/junior medical staff, teaching and participation in

research activities of the unit. Subspecialty interests are encouraged and post fellowship developmental therapeutics or translation research experience is desirable. This post will also involve responsibility for the Department's clinical and research program in melanoma.

The applicant will join the Department of Medical Oncology of the Canberra Region Cancer Centre (CRCC). The CRCC opened in August 2014 and is located within The Canberra Hospital. It provides a medical oncology service to the region, including out-reach clinics in Calvary Hospital (in the ACT) and in rural NSW. The successful candidate may be expected to participate in the outreach program in NSW. The unit supports an active clinical trials research program and has developed translational research links to the John Curtin School of Medical Research at the ANU as well as to the University of Canberra. These collaborations include biomarker development (cancer stem cells and gene panels), compound screening, novel cancer targeting methods (epigenetic and ribosomal biogenesis) and immunotherapeutics. Phase I clinical trial capability is also being developed and the appointee would be expected to contribute to this.

<http://www.health.act.gov.au/our-services/cancer-services/health-professionals/medical-oncology> Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 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 Australasian College of Physicians 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: See Special Requirements (02) 6244 8502 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Registered Nurse - Coordinator, Partnering with Parents

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 13541)

Gazetted: 28 September 2017

Closing Date: 12 October 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. 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 Canberra Hospital's Women, Youth and Children's (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. As the Coordinator you will lead and manage the Partnering with Parents Services, including the implementation and delivery of the Partnering with Parents Program and the web based NICUCAM. In the role you will be pivotal in creating a partnership between the parents and staff to create shared responsibilities throughout the patient journey. You will educate staff and families in the use of NICUCAM and manage the overarching systems.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. Post-graduate qualifications in Neonatal Nursing and/ or Information Technology experience 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).

Note: This is a permanent part-time position available at 24:00 hours per week and the full time salary noted above will be paid pro-rata.

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

Canberra Hospital and Health Services

Deputy Director General

Executive Director of Medical Services

Reference Librarian

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 19555)

Gazetted: 28 September 2017

Closing Date: 5 October 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 ACT Health Library provides worldwide health information resources and quality service to all ACT Health users. It acquires, organizes, preserves and provides access to information resources to meet the needs of all staff, faculty and students in a timely and cost-effective manner. This position will provide reference services in small reader services team.

Eligibility/Other Requirements: Mandatory: Qualifications acceptable for professional members of the Australian Library and Information Association (ALIA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary part-time position available at 21:75 hours per week for a period of three years and the full-time salary noted above will be paid pro-rata.

Contact Officer: Saroj Bhatia (02) 6244 2588 saroj.bhatia@act.gov.au

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology

Senior Research Officer

Senior Research Officer 1 \$74,081 - \$78,415, Canberra (PN: 26167)

Gazetted: 28 September 2017

Closing Date: 5 October 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 ACT Health Division of medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Gastroenterology and Hepatology Unit of The Canberra Hospital is studying the causes of Crohn's disease and ulcerative colitis (inflammatory bowel diseases - IBD) in research extending from the laboratory bench to clinical trials. We are involved in studies to identify potential bacterial triggers that may result in the development of these conditions, to determine how these micro-organisms interact with the host immune system and, ultimately, to develop better therapies. We are seeking a Senior Research Officer with a background in cellular immunology and molecular biology to perform this work.

Eligibility/Other Requirements: Bachelor of Science (preferably Biological, with the principal components being Immunology and/or Molecular Biology), or equivalent. A PhD is highly desirable. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Claire O'Brien (02) 6244 1234 claire.o'brien@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Dental Officer

Dentist \$73,210 - \$133,197, Canberra (PN: 25854)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

Overview of the work area and position:

A Dentist will be clinically competent independent practitioner in all aspects of general dentistry required by the ACT Health Dental Health Program and in addition to clinical practice will be required to manage clients presenting with difficult clinical conditions, complex medical histories and special needs. The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. Some out of hours work including the treatment of emergency patients by roster.

Eligibility/Other Requirements: Registered or eligible for registration as a Dentist with the Australian Health Practitioner's Regulation Agency. Possession of a recognised degree in Dental Surgery or Bachelor in Dental Science. Desirable: Current Driver's licence. A Dentist will be required to appropriately manage clinically complex cases, and undertake appropriate treatment across the fields of general dentistry to the ACT Health Dental Health Program client base and core functions. The Dentist will: Provide dental services to clients with Special Needs and moderately complex medical histories; provide support for less experienced dental practitioners and students; provide high level clinical advice; contribute to the formulation of the ACT Health Dental Health Program policies and procedures with particular emphasis on Special Needs Dentistry; or participate in the provision of clinical work, including hospital based settings, as required. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Chris Bill (02) 6205 0979 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

Admin Assistant/Recruitment Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 04535)

Gazetted: 28 September 2017

Closing Date: 5 October 2017

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sits within the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU) of Canberra Hospital and Health Services. The role would be suited to a person with strong administrative and interpersonal skills, willing to gain knowledge of medical officer administration. The Medical MOSCETU has responsibility for: The process for credentialing and defining the scope of clinical practice of senior doctors and dentists seeking an appointment or re-appointment to a public health facility in the ACT and the process for the management of a complaint or concern about the clinical competence of a senior doctor or dentist working in a public health facility in the ACT. The unit also manages the work of the ACT Health Medical and Dental Appointments Advisory Committee (MDAAC). It also provides ad-hoc clinical governance advice to the Chief Medical Officer, MOSCETU, Deputy Director-General, Canberra Hospital and Health Services and Director-General of ACT Health; The development, co-ordination, management and facilitation of the Junior Medical Officer Education and Training Program; and manage the recruitment, rostering and administration related to the Junior Medical workforce. Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 18 months.

Contact Officer: Robyn Hughes (02) 6244 4116 robyn.hughes@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Paediatrics

Registered Nurse - Paediatrics

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 25458, several)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

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The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional and comfortable, with a bed for a parent to sleep in each room. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Paediatrics. You will meet under graduate and post graduate nursing, allied health and medical students who are studying to gain qualifications, and we greatly value our strong links with the ANU Medical School, Australian Catholic University and the University of Canberra.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) is mandatory. Tertiary qualifications or equivalent in Paediatric or Child Health 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.

Note: There are several temporary positions available for a period of six months with the possibility of extension. There are both full-time and temporary positions available for filling.

Contact Officer: Donna Cleary (02) 6174 7575 donna.cleary@act.gov.au

Canberra Hospital and Health Services

Medicine

Cardiology

Registered Nurse - Department of Cardiology

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 20169, expected vacancy)

Gazetted: 28 September 2017

Closing Date: 5 October 2017

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Canberra Hospital and Health Services

Women Youth and Children

Paediatrics

Paediatric Nursing

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 22104)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

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Nursing Team provide clinical support to these clinics and manage the day to day organisation and preparation of the clinical environment, as well as providing ongoing support to children and families with chronic conditions.

The clinic will see 800-1200 children per month.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post-graduate qualifications in Paediatric or Child Health Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Donna Cleary (02) 6174 7575 donna.cleary@act.gov.au

Canberra Hospital and Health Services

Chief of Clinical Operations

Imaging

Radiographer - Medical Imaging

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 25958)

Gazetted: 28 September 2017

Closing Date: 12 October 2017

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Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); tertiary qualifications or equivalent in Medical Radiation Science (Radiography); be eligible for an ACT Radiation license; 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 being made. 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: Kate Sauder (02) 6244 2111 kate.sauder@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Alcohol and Drug Program

Addiction Medicine

Senior Career Medical Officer/Career Medical Officer \$197,201 - \$211,643, Canberra (PN: 32196)

Gazetted: 28 September 2017

Closing Date: 9 November 2017

Overview of the work area and position:

The position holder is expected to operate within the Public Sector Management Act (1994), the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The Alcohol and Drug Services (ADS) incorporates 6 areas including the Opioid Treatment Service, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. The Opioid Treatment Service pharmacotherapy program provides opiate

substitution treatment to people in the ACT. The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs. Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue. The position will be accountable and responsible to the Chief Psychiatrist - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. Professional lines of accountability will be to the Clinical Director. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The successful applicant will have broad experience in Addiction Medicine. Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Proven performance in both undergraduate and post graduate general practice education. 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. Note: This position will either be filled as a Senior Career Medical Officer or a Career Medical Officer depending on the experience and qualifications of the successful candidate. Contact Officer: Dr Mandy Evans, A/g Chief Psychiatrist (02) 6205 0687 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Neonatal Specialist

Staff Specialist Band 1-5

\$164,470 - \$202,960 Canberra (PN: 15929)

Gazetted: 28 September 2017

Closing Date: 19 October 2017

Overview of the work area and position:

The Neonatal Department at Canberra Hospital provides neonatal care to the ACT and surrounding regions. Canberra Hospital has more than 3500 deliveries per year and is a principal referral centre for high risk pregnancies. It is the only tertiary care neonatal unit in the region, which has a delivery population of 8000. Canberra Hospital's Centre for Newborn Care has 700 admissions per year with 13 NICU/HDU and 14 SCN beds. The Hospital has recently undergone a redevelopment, which included the build of a new, state of the art facility with the potential to increase the 27 cots to 34 cots over the next years.

The department is supported by five Neonatologists, eight Neonatal Registrars two fellows and one CMO. The Department has a busy developmental follow up clinic and forms the ACT branch of the NSW Emergency Transport Service. Involvement in Neonatal teaching and research is recommended and highly encouraged by Canberra Hospital's management. Salary, Remuneration and Conditions: 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: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian College of Physicians or equivalent specialist qualifications. o Tertiary qualifications or equivalent in Neonatology and eligibility for membership of Royal Australasian College of Physicians (SAC in Neonatology). Must hold a current ACT driver's license. Be registered under the Working for Vulnerable People Act.

Desirable: Demonstrated experience in clinician performed ultrasound and long term developmental follow up. 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. Note: This is a Permanent part time position at 20 hours per week. Contact Officer: Hazel Carlisle (02) 6174 7565 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 4, 4 Bowes Street PHILLIP ACT 2605

Justice and Community Safety

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

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

ACT Law Courts and Tribunal

Magistrates Court

Coroners

Mortuary Manager

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 24483)

Gazetted: 27 September 2017

Closing Date: 25 October 2017

Details: The ACT Courts and Tribunal are seeking a Mortuary Manager for the ACT Forensic Medicine Centre (FMC). The Mortuary Manager has primary responsibility for the operation of the FMC and manages the technical staff employed at the facility, as well as taking a lead role in the coordination of pathology and ancillary services for the coronial jurisdiction. The role is to be filled on an ongoing basis. The ACT Courts and Tribunal are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, to apply.

How to Apply: Applicants are required to submit a curriculum vitae, contact details of at least two referees and a covering letter (maximum two pages) addressing the selection criteria by telling us how your skills, experience and ability makes you the best person for this job opportunity. Highlight any specific examples or achievements that will demonstrate your ability to perform the role and try not to duplicate information that can already be found in your CV. For information on the ACT Courts and Tribunal please visit: www.courts.act.gov.au

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

ACT Human Rights Commission

Health, Discrimination, Disability and Community Services Commissioner

Senior Intake and Review Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 09944)

Gazetted: 22 September 2017

Closing Date: 10 October 2017

Details: The ACT Human Rights Commission seeks to fill a temporary, full-time position within the Health, Discrimination, Disability and Community Services Commissioner's complaints team. The Commission is looking for an analytical, solutions-focused and resilient person to be responsible for providing information and advice to members of the public about rights, responsibilities and complaint handling options in the areas of discrimination, health services, disability and community services and children and young people. The person will also be responsible for managing a caseload of complex complaints, including investigation and conciliation in the above areas and undertaking policy and project tasks and community education and engagement as required. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander People and people with a disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a legal or health field would be desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may 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

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

How to Apply: A response should be made to each individually numbered Selection Criteria, which are listed in order of importance. Examples are included to assist applicants to address the selection criteria. Please limit your response to a maximum of two pages in total. Applications should be forwarded to: jobs@act.gov.au

Contact Officer: Alison Murley (02) 6205 2222 alison.murley@act.gov.au

ACT Law Courts and Tribunal

Magistrates Court

Coroners

Senior Mortuary Technician

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 39293)

Gazetted: 27 September 2017

Closing Date: 25 October 2017

Details: The ACT Courts and Tribunal are seeking a Senior Mortuary Technician for the ACT Forensic Medicine Centre (FMC). The Senior Mortuary Technician assists the Mortuary Manager with the duties of the FMC office as well as performing technical work in support of the forensic pathologist during autopsies and other post mortem examinations. The ACT Courts and Tribunal is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, to apply.

Note: This is a permanent part-time position available at 22:05 hours/three days per week and the full-time salary noted above will be paid pro-rata. Additional casual roles for primarily theatre work may be advertised at a later date.

How to Apply: Applicants are required to submit a curriculum vitae, contact details of at least two referees and a covering letter (maximum two pages) addressing the selection criteria by telling us how your skills, experience and ability makes you the best person for this job opportunity. Highlight any specific examples or achievements that will demonstrate your ability to perform the role and try not to duplicate information that can already be found in your resume. For information on the ACT Courts and Tribunal please visit: <https://www.courts@act.gov.au>

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

ACT Law Courts and Tribunal

Magistrates Court

Coroners

Mortuary Technician

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 39292)

Gazetted: 27 September 2017

Closing Date: 25 October 2017

Details: The ACT Courts and Tribunal is seeking a Mortuary Technician for the ACT Forensic Medicine Centre (FMC). The Mortuary Technician assists the Mortuary Manager with the duties of the FMC office as well as performing technical work in support of the forensic pathologist during autopsies and other post mortem examinations. The ACT Courts and Tribunal is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, to apply.

Note: This is a permanent part-time position available at 22:05 hours/three days per week and the full-time salary noted above will be paid pro-rata. Additional casual roles for primarily theatre work may be advertised at a later date.

How to Apply: Applicants are required to submit a curriculum vitae, contact details of at least two referees and a covering letter (maximum two pages) addressing the selection criteria by telling us how your skills, experience and ability makes you the best person for this job opportunity. Highlight any specific examples or achievements that will demonstrate your ability to perform the role and try not to duplicate information that can already be found in your resume. For information on the ACT Courts and Tribunal please visit: <https://www.courts@act.gov.au>

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

Corrective Services

Executive Support and Governance

Executive Support and Governance Manager

Senior Officer Grade A \$137,415, Canberra (PN: 37993)

Gazetted: 22 September 2017

Closing Date: 6 October 2017

Details: A career opportunity has arisen in ACT Corrective Services for an experienced, highly motivated, career-oriented Executive Support and Governance Manager. The successful applicant will report directly to ACT Corrective Services Executive Director, manage the Executive Support and Governance Unit, and provide high level advice to the Minister, Executive Director and Executives. The successful applicant will ensure that strategic and operational risk are identified and managed, including security, strategic intelligence and integrity matters. As the point of contact for the Minister's Office, you will ensure responsiveness and timeliness in meeting Ministerial

deadlines, and provide consistency of advice. Further to this, the successful applicant will oversee the secretariat functions of governance Committees and ensure implementation of recommendations of major reviews and decisions, timeliness of papers, and provide high level liaison when necessary to ensure clarity and common purpose. To be successful, you will demonstrate significant experience in leadership, governance and risk management, exceptional communication and interpersonal skills and display high-level research and analytical skills. You will also demonstrate an ability to develop and compose complex workplace documents.

Eligibility/Other Requirements: Relevant tertiary qualifications or equivalent experience would be desirable. The successful candidate may be required to undergo a pre-employment medical and criminal record check. NV 1 security clearance or the ability to obtain one. Current driver's licence.

Note: To apply, applicants are required to submit five items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; the names and contact details of two referees (one should be a current Supervisor/Manager); and a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Jon Peach (02) 6207 0847 jon.peach@act.gov.au

ACT Corrective Services

Custodial Operation

Alexander Maconochie Centre

Senior Manager, Psychological and Support Services

Senior Professional Officer Grade A \$137,415, Canberra (PN: 34902)

Gazetted: 27 September 2017

Closing Date: 18 October 2017

Details: ACT Corrective Services is pleased to announce an exceptional career opportunity for appropriately qualified individuals interested in becoming the Senior Manager, Psychological and Support Services at the Alexander Maconochie Centre (AMC). The successful appointee will be required to work within an ethical and legal context and have the ability to apply current scientific principles and informed judgement within such a context. The successful appointee will report to the General Manager, Custodial Operations and will be responsible for providing leadership, supervision and management of staff. The incumbent will also lead and manage staff practice within a team of psychologists and other related health professionals responsible for assessment and therapeutic service delivery across the whole of AMC. The number of reporting staff to be advised. Duties include participation in research in the areas of mental health, self-harm/suicide, the development of policies and procedures related to screening, care and diversion of mentally ill and at risk detainees. The appointee will chair meetings of multidisciplinary panel meetings, prepare reports and establish and maintain collaborative professional relationships with Forensic Mental Health, Justice Health and Custodial Operations, including the facilitation of intensive case management for detainees with complex behavioural and mental health needs. On a day to day basis, the successful incumbent will manage daily operation of accommodation areas where detainees with complex needs are housed, and provide advice and direction in the management of these detainees, and promote community and family involvement in the care of detainees affected by mental health and other conditions causing complex problems during incarceration and post-release. To be successful, you will demonstrate exceptional communication and interpersonal skills in addition to leadership and management skills. You will also have proven experience in planning and management of psychology services, in the provision of rehabilitation programs for offenders and the development and management of clinical governance and quality improvement.

Eligibility/Other Requirements: Minimum six year qualification in Psychology. Minimum five years of practical experience in the field of (Forensic) Psychology. Registration with the Australian Health Practitioner Regulation Agency (AHPRA) and Board Approved Supervisor status. Current driver's licence is essential. Relevant tertiary qualifications or equivalent experience is desirable. Change Management experience and organisational transition experience is desirable. All eligible applicants will be subject to a Criminal Record Check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. 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

Note: This is a temporary position available until July 2018 with the possibility of extension.

Contact Officer: Amy Rugendyke (02) 6205 2440 amy.rugendyke@act.gov.au

ACT Emergency Services

Agency Risk and Planning

ESA Communications Centre

Emergency Call Taker (Ambulance)

Ambulance Support Officer 1 \$54,949 - \$58,394, Canberra (PN: 22896, several)

Gazetted: 22 September 2017

Closing Date: 9 October 2017

Details: Are you the type of person who can work as part of a dedicated team in a shift work environment? Do you possess highly developed communication skills, enjoy interacting with people with a strong customer focus and have the ability to operate effectively in difficult situations? If this is the type of person you are, and you are interested in a career in serving the ACT community we would like to hear from you. The ACT Emergency Services Agency (ESA) is seeking to recruit staff to work in our Triple Zero (E000) Communications Centre. Post successful completion of your initial six week training program, you will undertake duties that include answering E000, non-emergency, administrative and operational phone calls in the ACT Ambulance Service division of the ESA Communications Centre. You will receive, record and process requests for emergency ambulance attendance, non-emergency patient transport and general inquiries. Successful applicants will be engaged under the terms and conditions as specified in the ACT Public Sector ACT Ambulance Service Enterprise Agreement 2013 - 2017.

Eligibility/Other Requirements: Your employment conditions include: Prior to employment, enrol in and successfully complete a Certificate III in Ambulance Communications (Call Taking) managed by the ESA Training Centre. Continued employment with the ESA is conditional on applicants successfully completing and being awarded the Certificate III. Attain an Advanced First Aid Qualification. Applicants should note that changes to current working practices within the ESA Communications Centre may lead to expansion of current call taking duties. Other requirements include: Competency in keyboard skills (30 words per minute (wpm) at 95 per cent accuracy utilising 10 finger touch typing must be demonstrated to be considered for employment with 40 wpm at 95 per cent accuracy achieved by the end of the initial six week training course). Successful applicants will be required to undergo and pass a criminal record check. 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

How to Apply: Applications should contain each of the following items: A completed Application Package Cover Sheet; your claims/submissions against the Selection Criteria; a brief employment history/resume; a completed Statutory Declaration and a completed consent to release of personal and medical information.

Contact Officer: Peter Le Lievre (02) 6205 9606 peter.lielievre@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

Chief Operating Officer Group

Innovation and Customer Experience

Innovation, Data and Analytics

Senior Manager Innovation, Data and Analytics

Senior Officer Grade A \$137,415, Canberra (PN: 00488)

Gazetted: 27 September 2017

Closing Date: 4 October 2017

Details: Innovation and Customer Experience is responsible for continually improving services and implementing innovative programs to deliver services and information to the Canberra Community. The Innovation, Data and Analytics Team is an enabling unit for reform and innovation across Transport Canberra and City Services (TCCS). Innovation, Data and Analytics Team delivers high quality services, business systems and advice to support the Directorate in achieving its policy and program outcomes and deliverables. The Team is responsible for delivering and managing a suite of high quality services including: data and advanced analytics including locational intelligence; data management; Innovation Program; Open Data Program; data infrastructure including business intelligence asset management and information management systems and technologies. The Senior Manager Innovation, Data and Analytics will support the Director Customer Experience, to deliver data and analytics to support evidence-based decision making. The position will lead projects to design innovative services with a focus

on improving customer experience and an enhanced digital service delivery model. The position will play a leading role in driving a data-driven culture at TCCS and strengthen the Directorate's innovation, data and analytics capability. We are looking for someone who: has strong leadership and management skills and experience leading high performing teams, has excellent interpersonal skills, understands the strategic importance of data and analytics to create business value with a strong track record using data and analytics to drive transformation, is analytically minded and culturally aware, has demonstrated excellent leadership - strategic, thought and delivery, a strong client focus and an eagerness to work collaboratively and in the development of staff, high level communication skills with the ability to understand, interpret and communicate with a range of stakeholders, both internal and external to the Directorate. 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: Suitable and demonstrated experience in a performance or data and analytics related role including Information Management, the development of Governance Frameworks, Data Management, Data Architecture, Meta Data Management, Data quality, Data Models and Visualisations. Must be an Australian citizen or permanent resident.

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

Contact Officer: Judi Hubner (02) 6207 5069 judi.hubner@act.gov.au

Transport Canberra

Light Rail

Construction

Surveillance officer

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 39283)

Gazetted: 22 September 2017

Closing Date: 6 October 2017

Details: The successful applicant will assist in monitoring the construction of the Light Rail Network which will deliver a modern transport system that can meet the requirements of our growing, changing city. Construction of stage one of the Light Rail Network is now underway, with work progressing on the 12 kilometre City to Gungahlin corridor. The Surveillance Officer will report to the Construction Coordinator and is also required to liaise closely with staff and project advisors across the Agency, Canberra Metro, Independent Certifier, National Capital Authority, Technical Advisor/s and within the ACT Government as necessary.

Eligibility/Other Requirements: Relevant qualifications or equivalent experience in Construction, Engineering or Project Management; current driver's licence and a good working knowledge of Work Health and Safety (WHS) requirements in construction are mandatory. Experience in the delivery of transportation assets and infrastructure within an urban environment and knowledge of the ACT Government environment, including understanding of legislation as it applies to this project, particularly WHS will be highly regarded.

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

Contact Officer: Luke Jansen (02) 6205 7653 luke.jansen@act.gov.au

City Services

City Presentation

Urban Treescapes

Manager Policy, Planning and Contracts

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17745)

Gazetted: 22 September 2017

Closing Date: 6 October 2017

Details: The Manager of Policy, Planning and Contracts is responsible for a small team that delivers tree removal, tree planting and tree establishment programs in the urban area. This role is also responsible for preparing procurement documentation, contract management and the development of procedural and policy documentation relating to urban tree management.

Eligibility/Other Requirements: Essential: Current driver's licence and the preparedness to wear a uniform. A degree in Forestry, Urban Forestry, Urban Park Management or equivalent in a related discipline and extensive experience in urban tree management and Certificate IV in Government Procurement or equivalent is required.

How to apply: Applicants should submit a formal application addressing the selection criteria and a current curriculum vitae.

Contact Officer: Michael Brice (02) 6205 5263 michael.brice@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Taylor Brousek 848-78872, Section 68(1), 14 November 2017

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

Jennifer Griffiths 846-93907, Section 68(1), 30 September 2017

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

Oliver Harrap 846-84373, Section 68(1), 22 September 2017

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

Bei Hu 797-70066, Section 68(1), 27 September 2017

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

Kostandinos Kazias 853-71475, Section 68(1), 23 October 2017

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

Rowena Thomas 848-77597, Section 68(1), 20 September 2017

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

Samuel Thompson 853-69623, Section 68(1), 18 September 2017

Community Services

Youth Worker 1/2 \$60,039 - \$72,175

Kyrsty Bowerman 853-64929, Section 68(1), 26 September 2017

Youth Worker 1/2 \$60,039 - \$72,175

Druen Braun 848-75524, Section 68(1), 26 September 2017

Youth Worker 1/2 \$60,039 - \$72,175

Joanne Brennan 853-65075, Section 68(1), 26 September 2017

Youth Worker 1/2 \$60,039 - \$72,175

Jason Buckley 853-64961, Section 68(1), 26 September 2017

Youth Worker 1/2 \$60,039 - \$72,175

Dominic McFarlane 853-64937, Section 68(1), 26 September 2017

Youth Worker 1/2 \$60,039 - \$72,175

Ling Palm 853-71360, Section 68(1), 27 September 2017

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

Anushia Sivaraman 853-65155, Section 68(1), 18 September 2017

Director of Public Prosecutions

Prosecutor Grade 5 \$159,448 - \$169,054

Rebecca Jane Christensen 848-78717, Section 68(1), 25 September 2017

Health

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

Elisha Harrold 853-70923, Section 68(1), 9 October 2017

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

Sonia Kumar 853-58289, Section 68(1), 25 September 2017

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

Sirisha Mandapati 853-42623, Section 68(1), 1 November 2017

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

Siobhan McCoy 853-63256, Section 68(1), 21 September 2017

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

Kelly Miller 853-69922, Section 68(1), 14 September 2017

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

Katherine Olsen 845-19941, Section 68(1), 19 September 2017

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

Rheece Paullisen 853-71512, Section 68(1), 2 October 2017

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

Heidi Van der Velde 848-84471, Section 68(1), 21 September 2017

Justice and Community Safety

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

Sarah Patrick 853-71539, Section 68(1), 3 October 2017

Office of the Legislative Assembly

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

Richard Dromgold, Public Sector Management Act 1994 section 68 (1), 13 September 2017

TRANSFERS

Environment, Planning and Sustainable Development

Megan Eileen Baker: 846-92170

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

Transport Canberra and City Services

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

Environment, Planning and Sustainable Development, Canberra (PN. 39200) (Gazetted 28 August 2017)

Health

Amy Grant: 827-25266

From: Registered Nurse Level 1 \$63,548

Health

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

Health, Canberra (PN. 34869) (Gazetted)

This transfer is to a non-advertised position and is made in accordance with the Nursing and Midwifery Enterprise Agreement 2013–2017, Section 72, Direct Appointment of Registered Nurse Level 1/Registered Midwife Level 1.

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Business Application Management

ICT Team CSD

Dale Caldwell: 766-17218

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 29078) (Gazetted 27 July 2017)

Access Canberra

Licensing and Registrations

Liquor and Gaming

Karl Michael Somers: 827-34840

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. 02759) (Gazetted 29 August 2017)

Access Canberra

Licensing and Registrations

Liquor and Gaming

Sarah Sheather: 848-76148

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33281) (Gazetted 29 August 2017)

Community Services

Inclusion and Participation

Office for Disability

Office for Disability Administration

Fiona Muir: 779-07399

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

Community Services

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

Community Services, Canberra (PN. 38971) (Gazetted 20 July 2017)

Education

School Performance & Improvement

South and Weston Network

Red Hill Primary School

Ronda Platt: 787-54881

From: School Assistant 2 \$45,058 - \$49,757
Education
To: Administrative Services Officer Class 3 \$60,039 - \$64,616
Education, Canberra (PN. 35946) (Gazetted 28 September 2017)

Office for Schools

South/ Weston Network

Melrose High School

Deborah Jean Whitton: 729-15998

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Education
To: †Senior Officer Grade C \$100,462 - \$108,140
Education, Canberra (PN. 00515) (Gazetted 9 August 2017)

Health

Quality Governance and Risk

Anita Campbell: 741-17156

From: Health Professional Level 2 \$61,784 - \$84,816
Health
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Health, Canberra (PN. 28705) (Gazetted)
This promotion is to a non-advertised position made in accordance with the Health Professionals Enterprise Agreement (E14.3)

Quality Governance and Risk

People and Culture

Kim Collins: 844-01695

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Health
To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 16116) (Gazetted 2 August 2017)

Canberra Hospital and Health Services

Vanessa Dal Molin: 835-63342

From: Senior Officer Grade B \$118,319 - \$133,197
Health
To: †Senior Officer Grade A \$137,415
Health, Canberra (PN. 19618) (Gazetted 29 June 2017)

Quality Governance and Risk

People and Culture

Jade Hartas: 839-27097

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Health
To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 16117) (Gazetted 2 August 2017)

Canberra Hospital and Health Services

Michelle Paul: 848-20929

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Health
To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 36597) (Gazetted 20 July 2017)

Justice and Community Safety

Legislation, Policy and Programs

Jennifer Bauer: 827-34912

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

Justice and Community Safety

To: †Legal 1 \$61,785 - \$124,436

Justice and Community Safety, Canberra (PN. 35565) (Gazetted 19 July 2017)

Public Trustee and Guardian

Financial Management Services Unit

Kathryn Toy: 827-23260

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

Justice and Community Safety

To: †Senior Officer Grade A \$137,415

Justice and Community Safety, Canberra (PN. 38579) (Gazetted 18 August 2017)

Transport Canberra and City Services

City Services

Libraries ACT

Public Libraries

Michelle Wheeldon: 848-75911

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 34397) (Gazetted 9 June 2017)

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