



ACT Government Gazette

Gazetted Notices for the week beginning 04 January 2018

VACANCIES

ACT Electoral Commission

**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**

Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 01887)

Gazetted: 10 January 2018

Closing Date: 24 January 2018

Details: Elections ACT is looking for an enthusiastic and dedicated person to join our small and friendly team on a three day per week part-time basis. If your lifestyle doesn't suit working full-time – this job could be for you! This is a temporary position job sharing with our wonderful and valued colleague who is returning from Maternity leave on a part-time basis. The perks of working in a small (but exceptionally efficient) team include the opportunity to perform a wide variety of tasks. This position has responsibility for diary management and record keeping for the ACT Electoral Commissioner in accordance with the *Territory Records Act 2002*, finance administration (processing accounts payable and receivable invoices, petty cash management, credit card acquittals – who doesn't love excel!), providing HR support (setting up new starters, checking salary reports, booking staff travel and training courses) and providing assistance with the conduct of other elections as and when required. We would like the successful applicant to possess effective writing and communication skills (answering phones, providing high quality customer service and liaising with your colleagues and stakeholders are key tasks). It is important for the successful candidate to understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. The ACT Electoral Commission is an independent statutory authority with responsibility for the conduct of elections and referendums for the ACT Legislative Assembly and for the provision of electoral advice and services to a wide range of clients. Working on an election and being part of the democratic process is a uniquely satisfying and rewarding experience! The ACT Electoral Commission 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/or Torres Strait Islander background, or People with Disability, and those who identify as LGBTIQ to apply for all positions.

Note: This is a temporary part-time position available for six months at 22.03 hours per week, commencing in February 2018 with the possibility of extension until December 2018. The salary noted will be paid pro rata.

Contact Officer: Nicole Randall (02) 6205 5157 nicole.randall@act.gov.au

Chief Minister, Treasury and Economic Development

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

Shared Services

Partnership Services Group

Service Centre - Customer Service

Senior Manager Customer Service

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37527)

Gazetted: 10 January 2018

Closing Date: 17 January 2018

Details: You can help improve service delivery standards across all of Shared Services when you backfill this maternity leave position starting early February 2018. We're after a highly responsive, customer-focused, influential digital first leader. You will analyse and respond to customer feedback and lead change to ensure that service delivery is continually improved. A range of short-term projects and significant stakeholder engagement is also expected.

Note: This is a temporary position available from early February 2018 for up to 12 months.

Contact Officer: Leesha Pitt (02) 6205 0566 leesha.pitt@act.gov.au

Shared Services ICT

Strategic Business

Portfolio Delivery

Program Account Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 17895)

Gazetted: 09 January 2018

Closing Date: 23 January 2018

Details: The Strategic Business Branch is seeking a highly experienced ICT Infrastructure Program Account Manager to lead and manage a team of project staff to coordinate the delivery of multiple ICT infrastructure components such as: Networking, Communications, Wireless; System Integration of various systems such as but not limited to Access Control, CCTV, DAS, TRN and RTLS Wireless systems; Ensure the successful Design, Implementation and Operational Commissioning of ICT in new buildings and the refurbishment of existing buildings. Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: The successful candidate will have at least three years' experience in ICT Core Infrastructure program management and ICT Operational Commissioning projects.

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

Shared Services ICT

Strategic Business

Portfolio Governance

Change and Communication Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 00418)

Gazetted: 09 January 2018

Closing Date: 23 January 2018

Details: The Strategic Business Branch is seeking a motivated Change and Communication Manager, to lead a newly formed and growing team. The successful candidate will provide a strong strategic focus and support for business improvement, and change activities, related to programs and projects undertaken by Shared Services ICT. The occupant of this role will be required to develop and implement strategies for organisational change, and work closely with Program and Project Managers to develop and deliver targeted communication collateral. The successful candidate will maintain an understanding of organisational priorities and build effective relationships with key stakeholders. Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: An in-depth knowledge of Change Management, Communications and Graphic Design Specialisms is highly desirable.

Contact Officer: Ula Martin (02) 6205 6536 ula.martin@act.gov.au

Access Canberra

Licensing and Registrations

Business Support and Training

Helpdesk Supervisor

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 46012)

Gazetted: 08 January 2018

Closing Date: 15 January 2018

Details: Are you keen to contribute to transformational change in our organisation? Are you game enough to assist the Manager with high priority items with minimal guidance and direction? Are you a good customer service person? We are looking for an energetic, results-driven person to fill the position of the Helpdesk Supervisor working in the Business Support Team with multiple priorities varying from managing stakeholders, drafting policy and procedures to working on the rego.act helpdesk - amongst many more! This team works in a fast-paced environment, researching and implementing solutions in rego.act. Help and Sharepoint tool to reflect policy, legislative and client needs. They also provide Training, Helpdesk services and support to users of the rego.act computer system and Transport Regulation staff, including assistance with system functionality and advice on Road Transport Authority (RTA) legislation, policy and business rules. Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Hayley Eastman (02) 6207 0403 hayley.eastman@act.gov.au

Education

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

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

Business Services

Strategic Finance

Schools Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37010)

Gazetted: 09 January 2018

Closing Date: 23 January 2018

Details: The Strategic Finance branch is seeking applications from self-motivated accounting professionals with experience in preparation of budgets, financial and management accounting reports for internal and external stakeholders, maintaining and refining funding models as directed. The successful applicant will also be required to assist with the development and delivery of financial training, analyse trends in financial operations, monitor financial compliance and provide advice to senior officers as well as undertake ad hoc and special projects as required. Well-developed organisational skills as well as the ability to work under pressure are also an advantage. Eligibility/Other Requirements: Tertiary qualifications in Accounting and/or previous experience in a finance related role along is highly desirable.

Contact Officer: Peter Podnar (02) 6205 3145 peter.podnar@act.gov.au

Business Services Division

Infrastructure Capital Works

Capital Upgrades

Project Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 00183)

Gazetted: 10 January 2018

Closing Date: 17 January 2018

Details: Applications are sought for the position of Project Officer within the Infrastructure Capital Works Branch. This position will provide advice and assist the Manager in the planning and delivery of minor capital works and individual projects within the Capital Upgrades Program.

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

Contact Officer: Daniela Wilsener (02) 6207 9047 daniela.wilsener@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

Deputy Director General

Health Infrastructure

Senior Commissioning Officer

Senior Officer Grade A \$137,415, Canberra (PN: 35814)

Gazetted: 11 January 2018

Closing Date: 18 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: Senior Commissioning Officer, University of Canberra Public Hospital (UCPH). The position of Senior Commissioning Manager is responsible for leading and managing a small team to achieve the outcomes required for the operational commissioning of the UCPH Project. The Senior Commissioning Manager is also responsible for providing strategic support. The Commissioning Manager, in conjunction with the Executive Sponsor, will provide advice, support and direction to key stakeholders across a range of operational areas and business units, to deliver operational commissioning outcomes and activities to a high standard. To be successful in this role you will have experience in either a health project management field or have experience in commissioning facilities and/or new services. The successful applicant will be expected to be proactive, be able to demonstrate comprehensive engagement skills across a large diverse team of stakeholders within ACT Health, ACT Government and the University of Canberra and very well developed communication and collaboration skills.

Eligibility/Other Requirements: Mandatory: Experience in either a health project management field or have experience in commissioning facilities and/or new services; be proactive, be able to demonstrate comprehensive engagement skills across a large diverse team of stakeholders within ACT Health, ACT Government and the University of Canberra; well-developed communication and collaboration skills. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Please provide a written response outlining your experience against the selection criteria. Selection may be based on written applications and referee reports only.

Contact Officer: Linda Kohlhagen (02) 6244 3579 linda.kohlhagen@act.gov.au

UC Public Hospital

Registered Nurse Level 4 Grade 3 - Director of Nursing

Registered Nurse Level 4.3 \$130,586, Canberra (PN: 12773)

Gazetted: 11 January 2018

Closing Date: 25 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The University of Canberra Public Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region. 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 the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra 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 University of

Canberra Public Hospital (UCPH) is scheduled to open in 2018. UCPH is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. 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, the new University of Canberra Public Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population, it is planned to open in July 2018. The Assistant Director of Nursing (ADON) will initially be responsible for the change management, and recruitment associated with the transition and opening UCPH. Once UCPH commences operations the ADON will be responsible for the operational management of the rehabilitation wards and support the Director of Nursing (DON) to manage the nursing services to ensure an efficient and effective patient centred service is provided. The successful applicant for this role will be enthusiastic about change, have strong negotiation skills and excellent organisation skills to manage the complexity of recruitment in this initial period.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Desirable: Post graduate qualifications in Health Management and/or post graduate qualifications in 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: Rhonda Maher (02) 6244 2205 rhonda.maher@act.gov.au

Canberra Hospital and Health Services

Medicine

Department of Respiratory and Sleep Medicine

Clinical Nurse Consultant

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22181)

Gazetted: 11 January 2018

Closing Date: 18 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Department of Respiratory and Sleep Medicine operates from the Canberra Hospital campus. We provide nursing service to both inpatient and outpatient with varied Respiratory conditions, such as Tuberculosis (TB) case management, TB screening, COPD management, Asthma Education and care of adult patients with Cystic Fibrosis. The Clinical Nurse Consultant (CNC) will play a crucial role in the day-to-day coordination of the unit, have an advanced knowledge of medical nursing and be responsible for clinical nursing support, operational management and strong leadership. The successful applicant will have advanced clinical skills, experience in managing systems of clinical governance, leading quality improvement and participating in research and the capacity to represent the service throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within an innovative service that will require someone with the ability to be flexible and manage change within the service.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Holds or is progressing towards a postgraduate qualification relevant to the area would be an advantage. Prior to commencement successful

candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Wendy Mossman (02) 6174 5167 wendy.mossman@act.gov.au

UC Public Hospital

After Hours Hospital Manager

Registered Nurse Level 4.1 \$114,377, Canberra (PN: 15950)

Gazetted: 11 January 2018

Closing Date: 25 January 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The University of Canberra Public Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region. 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 the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra 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 University of Canberra Public Hospital (UCPH) is scheduled to open in 2018. UCPH is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehabilitation, 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. Planning is well underway to establish the first ACT sub-acute rehabilitation hospital on the grounds of the University of Canberra. The University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. UCPH is a sub-acute hospital with general and mental health rehabilitation units.

The UCPH is planned to open in early July 2018. This position will be based at UCPH on the University of Canberra campus and will be responsible for the management of human and operational resources after hours. The After Hours Hospital Manager (AHHM) plays an integral role in the medical first response team (Hospital Emergency Response Officers, HEROs) and they are the initial point of contact and manager of hospital emergency situations. They will work collaboratively with the After Hours Hospital Manager (AHHM) at the Canberra Hospital on allocation of staff and replacement of unanticipated leave. We are anticipating commencing these roles in mid March 2018. Prior to UCPH opening in July 2018, these positions will be given full orientation to the role and trained as UCPH super users. As a super user the AHHM will participate in the commissioning of UCPH, providing education and orientation for staff, and be available as a resource prior to opening. During this period the AHHMs will predominately work Mon-Fri with some shift work for position orientation and to assist with backfilling ward based nursing staff to attend UCPH orientation.

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

Notes: This is a part-time permanent position available at 28:00 hours per week and the full-time salary noted above will be paid pro-rata. This role will be required to work evening, nights and 24/7 on weekends. This position is part time to allow for a flexible after hours roster. Hours may be negotiated.

Contact Officer: Rhonda Maher (02) 6244 2205 rhonda.maher@act.gov.au

Canberra Hospital and Health Services

Medicine

Gastromedical

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 16632, several)

Gazetted: 11 January 2018

Closing Date: 18 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position : 9A is a busy 24 bed Gastroenterology ward at Canberra Hospital. Applications are invited from Registered Nurses (RN) with strong clinical leadership skills to fill several permanent Level 2 RN positions.

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

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

Contact Officer: Anne Corney (02) 6244 3648 anne.corney@act.gov.au

UC Public Hospital

Rehabilitation Aged and Community Care

Clinical Development Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29934)

Gazetted: 11 January 2018

Closing Date: 25 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The University of Canberra Public Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra 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 University of Canberra Public Hospital (UCPH) is scheduled to open in 2018. UCPH is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. 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. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Public Hospital. The Clinical Development Nurse (CDN) position will be a dynamic role over the next six months. The main priorities of this position are to coordinate education and promote a learning culture within the Ward 12B Rehabilitation unit at the Canberra Hospital. This position will move to the UCPH in July 2018. In the next six months you will also assist in coordinating and providing education during the commissioning of UCPH. As part of the new model of care for UCPH, the clinical staff will have a more active role in a first response team. As the CDN you will be a part of the first response team when required, and assist in ensuring the relevant staff have the Life Support skills and knowledge to effectively participate in this team. The successful applicant will have a sound understanding of the principles of rehabilitation

nursing. This role works collaboratively with and takes direction on education priorities from the Clinical Nurse Educator and the Clinical Nurse Consultant. Once UCPH is operational the CDN role will be situated with the Neurological Rehabilitation ward and providing support as needed/directed to the other wards.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Certificate IV in Training and Assessment (Cert IV is not required upon application; however successful completion is required upon 12 months of employment) and 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: As this role will be dynamic and changing in the first six months it is encouraged that you speak with the contact person prior to applying. Further CDN positions may become available and an order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Rhonda Maher (02) 6244 2205 rhonda.maher@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28542)

Gazetted: 11 January 2018

Closing Date: 25 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS), Adult Community Mental Health Services (ACMHS), Adult Acute Mental Health Services (AAMHS), Alcohol and Drug Services (ADS), Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) Eating Disorders Program (EDP) provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS 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, facilitate group day program and provide support and supervision to Health Professional 1 (HP1) and Health Professional 2 (HP2) clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: 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 and must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA) and must hold a current driver's licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011* and must hold a current driver's licence. Highly desirable for all disciplines: Minimum of three years (ideal five years) post qualification Experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary position available for six months with the possibility of extension and/or permanency. An Order of Merit may be used to fill future identical temporary vacancies within a 12 month period. Selection may be based on written application and referee reports only.

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

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Child and Adolescent Mental Health

Health Professional Level 3 - Child and Adolescent Mental Health Services

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17715)

Gazetted: 11 January 2018

Closing Date: 18 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS), Adult Community Mental Health Services (ACMHS), Adult Acute Mental Health Services (AAMHS), Alcohol and Drug Services (ADS), Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional Level 1 and Health Professional Level 2 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 and must hold a current drivers licence. *For Psychology:* Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA) and must hold a current drivers licence. *Desirable:* Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. *For Social Work:* Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011* and must hold a current driver's licence.. *Highly desirable for all disciplines:* Minimum of three years (ideal five years) post qualification and experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This position is based at CAMHS South from January 2018. Part-time hours at four days per week may be considered. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Contact Officer: Melina Tsembis (02) 6205 1469 melina.tsembis@act.gov.au

Quality Governance and Risk

Clinical Safety and Quality

Patient Experience Team

Consumer Handout Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 25792)

Gazetted: 11 January 2018

Closing Date: 18 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: The Quality, Governance and Risk Division is a newly formed Division focusing on ACT Health's strategic approach to patient safety, quality, governance and risk with a focus on continuous quality improvements. The Deputy Director-General, Quality, Governance and Risk is leading on the development of the ACT Health Quality Strategy and this role will undertake a key leadership role in supporting its delivery. The Division will provide strategic leadership, oversight and advise on ACT Health's Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement. As well as providing strategic frameworks in quality, governance and risk across ACT Health. Branches within the Quality, Governance and Risk Division are: People and culture; Audit, Risk Management and Compliance Branch, Workplace Safety Branch, Legal and Insurance Branch, Clinical Quality and Safety Unit. 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 and quality assurance programs and the provision of information for service improvement. The structure of CSQU is aligned with the key elements of high quality health care, which includes: Patient Safety Unit (Incident Management Team, Clinical Review Team, Mortality and Morbidity Coordination, Medico Legal Team); Clinical Effectiveness Unit (Policy Team, Data and Quality Assurance, Accreditation); Patient Experience Unit (Patient Experience, Advance Care Planning, Quality Improvement).

Eligibility/Other Requirements: Desirable: Previous experience in a similar role and experience in using SharePoint and knowledge in the area of health literacy. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary part-time position available at 22:05 hours per week for a period of six months with the possibility of extension and/or permanency and the full-time salary noted above will be paid pro-rata.

Contact Officer: Louise Botha (02) 6207 8904 louise.botha@act.gov.au

Corporate

Health Infrastructure Service

Health Infrastructure Program

Mainpac Planner

Health Service Officer Level 10 \$79,824 - \$91,356, Canberra (PN: 39643)

Gazetted: 11 January 2018

Closing Date: 18 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all ACT Health properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs. Mainpac is the Enterprise Asset Management

System (EAM) used by Facilities management to manage maintainable assets and work orders. The Mainpac Planner role reports to the Asset Manager and will undertake activities to support the Asset Management team and asset portfolio for the Canberra Hospital and other facilities across the ACT. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model.

Eligibility/Other Requirements: Desirable: Must have high level experience in the use of Mainpac Enterprise Asset Management software and a technical trade certificate in Building/Services related work or tertiary qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: John Kilday (02) 6204 8033 john.kilday@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Pharmacy

Pharmacy Administrative Service Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 25110)

Gazetted: 11 January 2018

Closing Date: 25 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Pharmacy Department sits in the Division of Clinical Support Services. Clinical Support Services (CSS) provide a range of services that support the clinical divisions within Canberra Hospital and Health Services. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 100 staff (pharmacists, technicians and administration staff). The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. This is an exciting opportunity to join the team as the full time pharmacy administrative service officer (ASO). Under the direction of Pharmacy Director, an ASO will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The pharmacy mission statement is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

Eligibility/Other Requirements: Desirable: Diploma in Administration, Management, Human Resources and/or another relevant field. 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 six months with the possibility of extension and/or permanency. The successful applicant may be required to work across multiple locations.

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

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Community and Older Persons

Recovery Support Officer

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 00322)

Gazetted: 11 January 2018

Closing Date: 18 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Recovery Support Officer position is based in the Adult Community Mental Health Services (ACMHS) which provides mental health treatment and care. Recovery Support Officers working within Mental Health, Justice Health, Alcohol and Other Drugs Services (MHJHADS) are required to, under direction of the relevant members of the clinical team, support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community

Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions. Eligibility/Other Requirements: Mandatory: Current driver's licence and a Certificate IV in Mental Health. 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).

Contact Officer: Bruno Aloisi (02) 6205 1048 bruno.aloisi@act.gov.au

Corporate

Business Support

Logistics Support

Administration Service Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 20238)

Gazetted: 11 January 2018

Closing Date: 25 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate Division consists of the following Branches: Business Performance Information and Decision Support; Business Support Services; Finance; Health Infrastructure Services; Information, Communications and Technology and People and Culture. Overview of the Work Area and Position: The Logistic Support Team is responsible for the strategic and operational management of the Logistics Branch, which includes ensuring the effective and efficient operation of food services across Canberra Hospital and Health Services. Under broad direction, you will play a key role in providing day to day operational oversight of the patient, production and staff cafeteria teams within the department. Additional responsibility will include networking roles with the Nutrition and Clinical across campus. Eligibility/Other Requirements: Desirable: Relevant qualification in Food Services such as Food Safety Supervisors Certificate; relevant experience in Microsoft Office Applications and Food Management Systems; and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Contact Officer: Tom Walsh (02) 6244 3933 tom.walsh@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Transitional Therapy and Care Program

Allied Health Assistant

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 37898)

Gazetted: 11 January 2018

Closing Date: 18 January 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary, and community-based health services to the ACT and surrounding region. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehabilitation, 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. Overview of the work area and position: The Transitional Therapy and Care Program (TTCP) is based at the Village Creek Centre, Kambah and is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks is provided either in a 15 bed low level care facility, located in Red Hill or in the client's home. The Transitional Therapy and Care Program team is a multidisciplinary team including physiotherapist, occupational therapist, dietitian, social worker, speech pathologist and allied health assistants. The Allied Health Assistant (AHA) role in TTCP is to work across all the allied health disciplines as required. The successful applicant will have support from

an experienced team of clinicians and Allied Health Assistants and will have direct clinical supervision from an Allied Health Professional.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance or recognized equivalent and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This is a temporary full-time position available for 12 months with the possibility of extension and/or permanency. This position may be required to participate in an overtime, on call, and/or rotation roster.

Contact Officer: Jane Lawrence (02) 6205 3964 jane.lawrence@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy

Lead Pharmacist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28893)

Gazetted: 11 January 2018

Closing Date: 8 February 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services (CSS) provide a range of services that support the clinical divisions within Canberra Hospital and Health Services. The following areas are included within this Division: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Operational Support, consisting of Ward Services (Wardspersons, Hospital Assistants and Ward Clerks) and Nursing Support (NIMS Unit, NurseBank, Central Equipment Store, Tissue Viability Team and Pastoral Care); Pharmacy; Revenue Data; Revenue and finance service. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 100 Pharmacists, technicians and support staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The Antimicrobial Pharmacist will lead and facilitate the optimal use of antimicrobials within the Canberra Hospital and Health Services (CHHS). The position holder will participate in the CHHS antimicrobial stewardship (AMS) program, providing both clinical and administrative input to the program. The position holder will also lead and coordinate additional activities to optimise the use of antimicrobials within CHHS. These activities will include the oversight of therapeutic drug monitoring performed in relation to antimicrobial therapy and additional project work to improve particular areas of antimicrobial use. The Pharmacy's mission statement is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT Health community".

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); postgraduate qualifications (or working towards) in Clinical Pharmacy, Management, Education or Research or extensive specialist clinical pharmacy experience deemed equivalent.

Desirable: suitable experience as a clinical pharmacist practising at an advanced level in critical care, emergency medicine or acute medicine; theoretical and practical experience in the management of complex pharmacotherapy, including experience with therapeutic drug monitoring and project management or research experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT

Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Hamed Lane (02) 6244 2121 hamed.lane@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

Emergency Services Agency

ACT State Emergency Service

Manager, Policy and Planning

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 07760)

Gazetted: 05 January 2018

Closing Date: 12 January 2018

Details: The ACT State Emergency Service (ACTSES) is seeking a person who is knowledgeable in developing policy and who is proficient in business planning. You will be responsible to the Chief Officer, ACTSES for leading and managing the development of Service Policy, and for contributing to the development and implementation of doctrine across the Emergency Services Agency. The Manager, Policy and Planning is responsible for the development and oversight of planning documents, data management and coordination of Work Health and Safety for the business unit. You will be required to work with management, staff and volunteers of the ACTSES to ensure that appropriate and effective strategies, plans and policies are implemented to meet the needs of the community and the Service. You will be skilled in developing and maintaining effective working relationships with key stakeholders and will have previously managed, planned and evaluated risk assessment activities. Working with such a diverse workforce you will need to promote diversity and the values and ethos of the public service. The successful applicant will work under the direct supervision of the ACTSES Chief Officer and will lead and supervise staff. Experience working in an Emergency Service Environment is an advantage. The successful applicant will be required to perform duties outside of normal business hours including to support incidents and to work with volunteers.

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.

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

How to Apply: Expression of interest are sought from potential candidates and should include a supporting statement of no more than two pages addressing the selection criteria and ability in the above description. A curriculum vitae no longer than three pages with two referees should be attached.

Contact Officer: Tracey Allen (02) 6207 4527 tracey.allen@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

Transport Canberra

ACTION

Belconnen Depot

Depot Business Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: A20191)

Gazetted: 04 January 2018

Closing Date: 18 January 2018

Details: ACTION is responsible for the provision of bus services to the ACT community, and is particularly focused on customer service and sustainable transport outcomes, through safe bus operations. ACTION employs over 700 staff and is responsible for significant capital assets through bus fleet, depots and workshops. The Depot Business Manager's position plays a critical role within the administration team. This position is responsible for providing administrative and financial management support to ensure the depot operates efficiently and effectively in compliance with legislation and TCCS strategic direction. In order to carry out the tasks associated with this position, knowledge of the Public Transport Industry, specifically bus operations, is highly desirable. Contact Officer: Malcolm Howard (02) 6207 7640 malcolm.howard@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

Tegan Connors 835-98465, Section 68(1), 11 January 2018

Chief Minister, Treasury and Economic Development

Senior Officer Grade A \$137,415

Liza Briggs 843-98916, Section 68(1), 22 December 2017

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

Michael Juraj Rusan 853-75695, Section 68(1), 8 January 2018

Health

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

Sally Bacon 853-73761, Section 68(1), 11 January 2018

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

Olivia Bradford 853-72670, Section 68(1), 11 January 2018

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

Madeleine Wiesner 853-75273, Section 68(1), 10 January 2018

Justice and Community Safety

Paralegal Grade 2 \$61,541 - \$66,656

Darren Beer 848-63988, Section 68(1), 9 January 2018

Paralegal Grade 2 \$61,541 - \$66,656

Rachael Cannell 853-55256, Section 68(1), 9 January 2018

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

Vanja Orelj 853-46149, Section 68(1), 22 December 2017

Paralegal Grade 2 \$61,541 - \$66,656

Olivia Sparrow 848-75778, Section 68(1), 9 January 2018

Transport Canberra and City Services

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

Cherie Brooks 853-73681, Section 68(1), 8 January 2018

Senior Officer Grade A \$137,415

Darren John Hooper 853-72478, Section 68(1), 8 January 2018

TRANSFERS

Health

Kate Bunyan: 836-08520

From: Health Professional Level 2 \$78,096

Health

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

Health, Canberra (PN. 16899) (Gazetted 10 August 2017)

Melanie Rosin: 749-67978

From: \$88,249 - \$93,533

Health

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

Health, Canberra (PN. 23132) (Gazetted 28 September 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Enterprise Canberra

Office of the Deputy Director-General

Strategic Coordination and Policy

Morgan Campbell: 843-4966

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39366) (Gazetted 13 October 2017)

Access Canberra

Governance and Support

Finance and Budgets

Margaret McKay: 773-40396

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

Transport Canberra and City Services

To: †Senior Officer Grade A \$137,415

Chief Minister, Treasury and Economic Development, Canberra (PN. 35192) (Gazetted 21 September 2017)

Strategic Finance

Systems

Zhe Zhou: 853-47870

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. 34810) (Gazetted 21 November 2017)

Community Services

Children, Youth and Families

Children and Families

Child Development Service

Kayla Marie Ball: 848-6400

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

Community Services

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

Community Services, Canberra (PN. 36170) (Gazetted 23 November 2017)

Service Strategy and Community Building

People Management

Safety and Wellbeing

Kim Frakes: 836-12570

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. 36466) (Gazetted 20 November 2017)

Corporate

Finance & Budgetary Management

Finance and Budgets

Meng Zhao: 787-55008

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

Transport Canberra and City Services

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

Community Services, Canberra (PN. 00297) (Gazetted 15 November 2017)

Education

School Performance and Improvement

North Gungahlin Network

Amaroo School

Lauren Jane Hendry: 827-45048

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

Education

To: Health Professional Level 1 \$57,941 - \$73,823

Education, Canberra (PN: 39417) (Gazetted 17 November 2017)

Health

Andrew Barrow: 840-49775

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

Health

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

Health, Canberra (PN. 12120) (Gazetted 14 September 2017)

Canberra Hospital and Health Services

Surgery, Oral Health and Medical Imaging

Rhonda Branz: 847-26553

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

Health

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

Health, Canberra (PN. 20630) (Gazetted 19 October 2017)

Director General

Emma Dale: 825-47121

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

Health

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

Health, Canberra (PN. 167) (Gazetted 7 December 2017)

Canberra Hospital and Health Services

Surgery, Oral Health and Medical Imaging

Mary Ann Enriquez: 786-45087

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

Health

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

Health, Canberra (PN. 26617) (Gazetted 19 October 2017)

Canberra Hospital and Health Services

Surgery, Oral Health and Medical Imaging

Colleen Finn: 853-46229

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

Health

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

Health, Canberra (PN. 24064) (Gazetted 19 October 2017)

Kristofer Gutierrez: 846-88999

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

Health

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

Health, Canberra (PN. 14549) (Gazetted 26 October 2017)

Abby James: 842-88047

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

Health

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

Health, Canberra (PN. 27585) (Gazetted 16 November 2017)

Meaghann Nance: 821-08348

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

Health

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

Health, Canberra (PN. 22704) (Gazetted 8 June 2017)

Canberra Hospital and Health

Misty-Jane Purdy: 821-16663

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

Community Services

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

Health, Canberra (PN. 24114) (Gazetted 12 October 2017)

Aaron Riley: 830-81191

From: Health Service Officer Level 4 \$49,958 - \$51,869

Health

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

Health, Canberra (PN. 07914) (Gazetted 26 October 2017)

Canberra Hospital and Health Services

Surgery, Oral Health and Medical Imaging

Jancy Thomas: 821-58994

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

Health

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

Health, Canberra (PN. 20458) (Gazetted 19 October 2017)

Justice and Community Safety

ACT Courts and Tribunal

ACT Civil and Administrative Tribunal

Catherine Maree Fallon: 774-10737

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. 39348) (Gazetted 6 October 2017)

ACT Corrective Services

Corporate Services

Business Services Unit

Liyanage Don Shashika Indrajith: 846-90319

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 44667) (Gazetted 6 October 2017)