



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 26 July 2018**

## VACANCIES

### Canberra Institute of Technology

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

#### **CIT Corporate Services**

#### **CIT Business Support**

#### **Assistant Business Support Manager**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 55010)**

Gazetted: 27 July 2018

Closing Date: 3 August 2018

Details: Canberra Institute of Technology (CIT) is seeking an Assistant Business Support Manager on a temporary basis to provide high quality assistance to Business Support Managers (BSMs). Duties include, but are not limited to: Preparation of monthly reporting which supplements the financial reports; under general direction assist Business Support Managers (BSMs) in budget development, monitoring, analysis and reporting; under general direction assist BSMs to monitor, analyse and report financial, quality and statistical performance indicators; under general direction research and prepare advice for BSMs to Executives, Directors and Managers on financial impacts of decisions, including human resource planning and recruitment; management of procurement processes and outcomes; assist in the coordination of audit compliance and responses; assist in the coordination of compliance with standards, policy and procedures; support and work as a team with BSMs; act for BSMs as required to cover leave and other absences; other support duties as required. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Progression towards or completion of a tertiary qualification or equivalent in Accounting.

Note: This is a temporary position available until 11 March 2019 with the possibility of extension up to but not exceeding 12 months in total.

Contact Officer: Joanne Wallace (02) 6207 3192 [joanne.wallace@cit.edu.au](mailto:joanne.wallace@cit.edu.au)

#### **Student and Academic Services**

#### **Library and Learning Services**

#### **Liaison Librarian**

#### **Professional Officer Class 1 \$56,359 - \$78,145, Canberra (PN: 54897)**

Gazetted: 30 July 2018

Closing Date: 15 August 2018

Details: The Canberra Institute of Technology (CIT) is looking for a Liaison Librarian to deliver a comprehensive information service, including online services, reference services and specialist research. In partnership with teaching staff, the successful applicant is required to plan, design and deliver information literacy sessions; identify and assess quality learning resources options and undertake moderation duties to ensure learning resources in CIT's digital repository are copyright compliant. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory: An appropriate degree or equivalent which allows for professional membership of the Australian Library and Information Association (ALIA). Requirement: Working outside of standard business hours may be required.

Note: This is a temporary position available until 8 August 2019 with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector

Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.’

Contact Officer: Claire Stalker-Booth (02) 6207 4808 [claire.stalker-booth@cit.edu.au](mailto:claire.stalker-booth@cit.edu.au)

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

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

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

#### **Policy and Cabinet**

##### **Senior Manager**

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

Gazetted: 01 August 2018

Closing Date: 15 August 2018

Details: Policy and Cabinet in the Chief Minister, Treasury and Economic Development Directorate is seeking highly motivated and appropriately skilled people to undertake the role of Senior Manager. The successful applicant/s will have superior capacity to provide strategic policy direction and advice, deliver major complex policy and project outcomes and have effective communication, representation and liaison skills. Policy and Cabinet is in the process of restructuring its operations, so positions will likely be available across the division.

Note: There are several permanent and temporary positions available with the possibility of extension or permanency. This recruitment process will be used to establish a merit list for immediate and anticipated vacancies over the next 12 months.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than 1,000 words outlining experience and/or ability in response to criteria, contact details of at least two referees and a current resume.

Contact Officer: Adam Stankevicius (02) 62050468 [adam.stankevicius@act.gov.au](mailto:adam.stankevicius@act.gov.au)

#### **Policy and Cabinet**

##### **Manager**

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

Gazetted: 30 July 2018

Closing Date: 13 August 2018

Details: Policy and Cabinet in the Chief Minister, Treasury and Economic Development Directorate is seeking highly motivated and appropriately skilled people to undertake the role of Manager. The successful applicant/s will have high level capacity to provide strategic policy direction and advice, deliver major complex policy and project outcomes and have effective communication, representation and liaison skills.

Note: There are several permanent and temporary positions available for a period of 12 months with the possibility of extension or permanency. Policy and Cabinet is in the process of restructuring its operations, so positions will likely be available across the division. This recruitment process will be used to establish a merit list for immediate and anticipated vacancies over the next six months.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than 1,000 words outlining experience and/or ability in response to the Selection Criteria, contact details of at least two referees and a current resume.

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

#### **Enterprise Canberra**

##### **Strategic Co-ordination and Governance**

##### **Manager, Planning and Evaluation**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40368)**

Gazetted: 26 July 2018

Closing Date: 2 August 2018

Details: The Manager, Planning and Evaluation is responsible for collaboratively developing and delivering high quality, evidence based planning and evaluation to deliver on the ACT Government's objective of diversifying and strengthening the ACT economy, to create a vibrant community for Canberrans and for people visiting Canberra. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: Selection may be based on application and referee reports only. Part-time hours may be considered.

Contact Officer: Deb Clayton-Baker (02) 6207 1339 deb.clayton-baker@act.gov.au

## **Shared Services**

### **Business Application and Management**

#### **Health Information Communication Technology**

##### **Client Services Team Leader**

##### **Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 02303)**

Gazetted: 26 July 2018

Closing Date: 2 August 2018

Details: Shared Services Information Communication Technology (SSICT) Business Applications and Management is seeking applications for a suitable experienced person for the role of Client Services Team Leader (CSTL) within the ICT Health embedded team. The successful occupant assists the operations support manager in the supervision and technical leadership of the Client Services team by acting as technical liaison for incidents, non-standard support requests and reporting as required. The CSTL will also provide more complex technical and procedural support to clients, and work as a team member, to ensure the successful establishment and delivery of ICT support. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. For further information on the position please contact The Contact Officer.

Note: This is a temporary position available until 31 January 2019 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience against the position description, along with contact details of at least two referees and a current Curriculum Vitae (CV).

Contact Officer: Paul Tarjan (02) 6207 9657 paul.tarjan@act.gov.au

## **Policy and Cabinet**

### **Senior Policy Officer**

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

Gazetted: 30 July 2018

Closing Date: 13 August 2018

Details: Policy and Cabinet in the Chief Minister, Treasury and Economic Development Directorate is seeking highly motivated and appropriately skilled people to undertake the role of Senior Policy Officer. The successful applicant/s will have a very good capacity to provide strategic policy direction and advice, deliver major complex policy and project outcomes and have effective communication, representation and liaison skills. Policy and Cabinet is in the process of restructuring its operations, so positions will likely be available across the division.

Note: There are several permanent and temporary positions available for a period of 12 months with the possibility of extension or permanency. This recruitment process will be used to establish a merit list for immediate and anticipated vacancies over the next six months.

How to Apply: Applications are sought from potential candidates and should include a supporting statement of no more than 1,000 words outlining experience and/or ability in response to the Selection Criteria, contact details of at least two referees and a current resume.

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

## **Access Canberra**

### **Regulatory Solutions and Compliance**

#### **Advice Investigations and Enforcement**

**Manager –Working with Vulnerable People Compliance Team  
Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 28801)**

Gazetted: 31 July 2018

Closing Date: 14 August 2018

Details: When it comes to management are you a Tony Popovic? A Craig Bellamy? An Alastair Clarkson? Do you know how to get the best out of the individual members your team? Do you like building a team so that it is greater than the sum of its parts? Can you help your team members reach their goals? Can you manage sensitive situations, make difficult decisions, plan for the future and lead your team to a common goal? If the answer to those questions is yes, then the Working with Vulnerable People Compliance team might be the right place for you. The *Working with Vulnerable People (Background Checking) Act 2011* (the Act) aims to ensure there are safe environments for vulnerable people (including children) by conducting criminal history and non-criminal history checks on people who work with vulnerable people. The Working with Vulnerable People Compliance (WWVP Compliance) team is responsible for ensuring compliance with the Working with Vulnerable People scheme and investigating allegations of non-compliance with the Act. Access Canberra seeks to employ responsive and helpful people who will contribute new and innovative ideas to how we do things and will actively look for new ways to solve problems.

Eligibility/Other Requirements: A current drivers licence is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Michael Azize (02) 6207 9179 michael.azize@act.gov.au

**Communications**

**Strategic Communications and Media - Access Canberra Communications**

**Strategic Communications and Media - Access Canberra Communications**

**Senior Strategic Communications and Media Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38851)**

Gazetted: 26 July 2018

Closing Date: 7 August 2018

Details: Looking to join a team of communications professionals that work hard, have fun and achieve excellent results for our community? Thrive in a fast paced and challenging environment? Drive best practice and look to do things differently? If you answered yes (and yes and yes) ... we want you! We are seeking applications for a Senior Communications Officer, Access Canberra (SOGC) . This position provides a great opportunity to join the Chief Minister and Treasury Directorate (CMTEDD) Communications and Engagement Team while working to support Access Canberra with strategic traditional and digital communications. You will develop and implement communication strategies under minimal supervision, work within an account management model with different business areas and have the opportunity to work across Access Canberra's various (and vibrant) worksites. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for six months, with the possibility of extension and/or permanency. If this sounds you, please send through a one-two page maximum pitch. Jokes will not be included in the word limit but will be suitably considered #jokingnotjoking. Your Curriculum Vitae (CV) should also include the details of two referees. We are also responsive, so selection may be based on application and referee only and we'll let you know the outcome quickly.

Contact Officer: Emily Springett (02) 6205 9093 emily.springett@act.gov.au

**Revenue Management Division**

**Support**

**Finance**

**Finance Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41073)**

Gazetted: 30 July 2018

Closing Date: 13 August 2018

Details: Revenue Management (the ACT Revenue Office) is responsible for providing advice on revenue and taxation administration; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land taxes including valuations, remissions and rebates (pensioners); administering concessions and grants in the ACT; and administering the Home Loan Portfolio. The Finance team within the Support branch undertakes budget projections and adjustments; conducts monthly and annual reporting of revenues and expenses; fulfils all annual reporting and auditing requirements; administers the Home Loan Portfolio and the Rental Bonds functions; and liaises with various external stakeholders in relation to the provision of financial information and system databases, including standard business reporting with the Commonwealth. We are looking for a talented, capable and driven individual to play a lead role as we continue to drive our business towards becoming an agile organisation that can adapt and respond to the needs of stakeholders whilst fully utilising the capabilities delivered by our new transactional processing system. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Tertiary qualifications in Finance/Commerce required.

Contact Officer: Catherine DalCin (02) 6205 4603 catherine.dalcin@act.gov.au

### **Chief Minister**

#### **Communications**

#### **Whole of Government**

#### **Digital Communications Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35880)**

Gazetted: 01 August 2018

Closing Date: 13 August 2018

Details: The Whole of Government Communications team in the Chief Minister, Treasury and Economic Development Directorate is looking for an organised, proactive and creative digital communications officer to assist with managing social media channels, the production of the Our Canberra newsletter and content for print and digital channels. We are especially looking for someone experienced in social media publishing, monitoring and performance reporting, and someone who can take written content and transform it into engaging videos and digital content.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. The order of merit established from this process may be used to fill further vacancies at level over the next 12 months.

How to Apply: Applications should include a supporting statement of no more than two pages outlining ability, skills and experience against the selection criteria. Please also include contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Tania Navarro (02) 6205 0192 tania.navarro@act.gov.au

### **Shared Services**

#### **Finance and Payroll**

#### **Accounts Payable**

#### **Accounts Payable Invoice Automation Solution (APIAS) Administrator**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38777)**

Gazetted: 27 July 2018

Closing Date: 10 August 2018

Details: The Accounts Payable team has a permanent vacancy for an Accounts Payable Invoice Automation Solution (APIAS) Administrator. This is a fantastic opportunity for a motivated individual to be part of a collaborative team working in an innovative, dynamic and challenging environment. The APIAS Administrator role is responsible for providing system administration support for APIAS, including configuration, user access and system maintenance/reliability and performance. This position also provides support to system users and is responsible for delivering high level customer service to internal and external stakeholders. The successful candidate must possess excellent communication skills and strong analytical capabilities. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an

inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This position has no direct reports and will report directly to the Team Leader Accounts Payable Senior Officer Grade C (SOGC).

How to Apply: For this position please ensure you include a two page personal pitch which reflects your skills and capabilities to fulfil the requirements of this role. These requirements are outlined within the Professional and Behavioural Capabilities in the APIAS Administrator position description.

Contact Officer: Tash Grant (02) 6205 4066 tash.grant@act.gov.au

A Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

**Enterprise Canberra**

**Skills Canberra**

**Analytics and Policy Services**

**Policy Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 04069)**

Gazetted: 30 July 2018

Closing Date: 13 August 2018

Details: This position will work under the broad direction of the Senior Officer Grade C, Policy Manager, Skills Canberra. The successful applicant will work alongside a small team of analysts and policy officers to deliver on a range of projects to strengthen the ACT Vocational Education and Training (VET) sector. The successful applicant will be required to provide advice and undertake research to inform evidence-based policy development for efficient and effective VET programs. This work will involve consultation with industry, training organisations, national bodies, and other government agencies. The successful applicant will be required to contribute to program and policy development under the newly established National Partnership on the Skilling Australians Fund. Extensive policy development will be required to contribute to the identification of programs, target groups or policy changes to increase the number of apprentices and trainees in the ACT. Applicants should have strong skills in research, writing and analysis of information to inform policy development. The role also involves consultation with stakeholders to develop policy, as such, applicants should be comfortable and capable of engaging with stakeholders of the VET sector. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Public Policy or a related field are highly desirable.

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

How to Apply: Please provide the completed application coversheet, your Curriculum Vitae and brief responses to each selection criteria (no more than 300 words each) to jobs@act.gov.au.

Contact Officer: Patrick Bent (02) 6205 7052 patrick.bent@act.gov.au

**Enterprise Canberra**

**Skills Canberra**

**Analytics and Policy Services**

**Analyst**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 03335)**

Gazetted: 30 July 2018

Closing Date: 15 August 2018

Details: This position will work under the broad direction of the Senior Officer Grade B, Analytics and Policy Manager, Skills Canberra. The successful applicant will work alongside two analysts to deliver on a range of projects to strengthen the ACT Vocational Education Sector (VET). Tasks will involve the analysis and presentation of statistics and financial data to inform evidence-based recommendations to senior officers and other analytics projects. The successful applicant will also provide high-level support, advice and analysis on complex data issues, proposals and concepts related to the VET sector in the ACT. The successful applicant will be required to contribute to analysis tasks related to the newly established National Partnership on the Skilling Australians Fund. Extensive analysis will be required to contribute to the identification of programs, target groups or policy changes to increase the number of apprentices and trainees in the ACT. Chief Minister, Treasury and Economic

Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Data Analysis and/or a related field are highly desirable.

Applicants should have strong skills in data analysis, especially in its relation to policy development. Applicants should have a strong knowledge of analysis techniques and demonstrated experience with one or more of the statistical programs; Microsoft Excel, R, STATA, Tableau or Microsoft Power BI.

Note: This is a temporary position available until 31 December 2018 with the possibility of extension. An order of merit may be established to fill future temporary vacancies at level over the next 12 months.

How to Apply: Please provide the completed application coversheet, your Curriculum Vitae and brief responses to each selection criteria (no more than 250 words each) to [Jobs@act.gov.au](mailto:Jobs@act.gov.au)

Contact Officer: Patrick Bent (02) 6205 7052 [patrick.bent@act.gov.au](mailto:patrick.bent@act.gov.au)

### **Access Canberra**

#### **Customer Coordination**

#### **Complaints Management Team**

#### **Senior Case Manager**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 20047, several)**

Gazetted: 30 July 2018

Closing Date: 6 August 2018

Details: Are you someone who is looking for a challenge and the chance to “roll up your sleeves”? Are you keen to contribute to transformational change in our organisation? Are you wanting to develop and apply your knowledge and skills across different and complex subject areas? If your answer is yes, you may be the person we are looking for. The role has multiple priorities in a fast-paced environment including the development of staff and providing guidance and advice on complex complaints.

The Complaints Management Team are looking for dynamic, flexible, solutions-focused individuals to join the team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community.

Note: This is a temporary position available for one year with the possibility of permanency.

How to Apply: Applicants should address the selection criteria (with a maximum of 500 words per criterion), provide details of two referees and a current CV via email to [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: James Bradford (02) 6207 8294 [james.bradford@act.gov.au](mailto:james.bradford@act.gov.au)

### **Shared Services**

#### **Finance and Payroll Services**

#### **Executive Assistant**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 10203)**

Gazetted: 27 July 2018

Closing Date: 3 August 2018

Details: This Executive Assistant (EA) role provides support to the Director Finance and Payroll Services, in a fast paced and dynamically changing business unit. To be successful in this role, the occupant will have the capability to maintain integrity and confidentiality at all times; be able to work flexibly whilst having strong organisational skills and demonstrated communication abilities. Strong interpersonal skills are a must for this role- along with the ability to work effectively under pressure and to remain professional and positive at all times.

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

If this exciting role sounds a fit for your skills, submit your CV and claims for the role against the capabilities in the position description - limiting your response to one page.

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

### **Community Services**

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

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



**Office of the Director General  
Organisational Governance  
Freedom of Information Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 00935)**

Gazetted: 01 August 2018

Closing Date: 8 August 2018

Details: Organisational Governance is seeking to fill a position which will have significant contact with Directorate Officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines. The Directorate is seeking an officer who will be responsible for the coordination and compliance of complex Freedom of Information (FOI) matters and that quality and timely decisions are facilitated. The position will be required to assist and take on complex special projects as directed by the Senior Manager.

Eligibility/Other Requirements: A strong understanding of the *Freedom of Information Act 2016*, the *Housing Assistance Act 2007* and the *Children and Young People Act 2008* is highly desirable. Experience with the *Freedom of Information Act 2016*.

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

Contact Officer: Tracy Chester (02) 6205 0469 [tracy.chester@act.gov.au](mailto:tracy.chester@act.gov.au)

**Housing ACT  
Business and Capital  
Team Leader**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 09071)**

Gazetted: 31 July 2018

Closing Date: 14 August 2018

Details: Are you customer focussed, wanting to make a real difference and looking to try something new? Housing ACT is seeking to permanently fill the Administrative Services Officer Class 6 Team Leader - Complaints and Investigations Unit role. It's a great opportunity for a high performing officer to gain experience in coordinating complaints, working across all business units in Housing ACT and the directorate and contributing to continuous improvement in Housing ACT customer service and practices. This position will lead the co-ordination, investigation and collation of complaints and will involve considerable collaboration across all divisions within Housing ACT and the broader Directorate and ACT Public Service. The successful applicant will have exceptional customer service skills, high level collaboration and organisation skills and be solution focussed.

How to Apply: If this sounds like the role for you, please provide your Curriculum Vitae, two referees and a two page pitch against the selection criteria including an outline of why you are the best person for this role.

Contact Officer: Matt Barry (02) 6205 4284 [matt.barry@act.gov.au](mailto:matt.barry@act.gov.au)

**Education**

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

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

**System Policy and Reform  
Early Childhood Policy and Regulation  
Children's Education and Care Assurance  
Investigation Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 01635)**

Gazetted: 27 July 2018

Closing Date: 16 August 2018

Details: Early Childhood Policy and Regulation is seeking an experienced Investigation Officer to work with an Investigation Team that is responsible for the assessment and investigation of notifications and complaints under the *Education and Care Services National Law (ACT) Act 2011* (National Law) and the *Children and Young People*

*Act 2008 (CYP Act)*. Children's Education and Care Assurance (CECA), is a team within the Early Childhood Policy and Regulation (ECPR) branch of the ACT Education Directorate. CECA is staffed by professionals with experience and qualifications in either or both Children's Education and Care and/or Government Investigations. ECPR is the ACT Regulatory Authority administering legislation covering approved early childhood education and care services and licensed childcare services in the ACT. ECPR is responsible for issuing approvals for providers, services and certified supervisors and assessing, monitoring and enforcing compliance with the National Law. CECA comprises three teams; Quality Assessment and Rating, Audit and Risk Management and Investigations. The Investigation Officer will assess and investigate notifications and complaints made to CECA pursuant to the *National Law and the CYP Act*. They will conduct inspections, interview relevant parties, and draft witness statements relevant to investigations. The successful candidate will have well developed interpersonal communication and leadership skills, including the ability to liaise, consult and negotiate with key stakeholders. They will also provide comprehensive and sound reports and recommendations to the Investigations Team Leader and Branch Director. Eligibility/Other Requirements: Diploma or Tertiary qualification in investigations, a relevant discipline or equivalent experience is required. *Knowledge and understanding of the Education and Care Services National Law (ACT) Act 2011, the Children and Young People Act 2008, the Education and Care Services National Regulations 2011 and the ACT Childcare Services Standards* is desirable. A current driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for five months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Clare Brookes (02) 6205 0615 [clare.brookes@act.gov.au](mailto:clare.brookes@act.gov.au)

#### **School Improvement**

##### **Belconnen Network**

##### **Melba Copland Secondary School**

##### **Laboratory Assistant**

**School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 38823)**

Gazetted: 01 August 2018

Closing Date: 15 August 2018

Details: Melba Copland Secondary School is seeking a highly motivated Laboratory Assistant to provide technical and procedural support to teachers with the implementation of science educational programmes. The successful applicant will be responsible for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment. The successful applicant will also provide support to teaching staff for regular procurement and hospitality classes.

Eligibility/Other Requirements: Certificate III in relevant laboratory technology or relevant experience in a science context; First Aid qualification or willingness to undertake appropriate training is desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Leon Sanft (02) 6142 0333 [leon.sanft@ed.act.edu.au](mailto:leon.sanft@ed.act.edu.au)

#### **School Improvement**

##### **Belconnen Network**

##### **Melba Copland Secondary School**

##### **Laboratory Assistant**

**School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 18844, several)**

Gazetted: 30 July 2018

Closing Date: 13 August 2018

Details: Melba Copland Secondary School is seeking a highly motivated Laboratory Assistant to provide technical and procedural support to teachers with the implementation of science educational programmes. The successful applicant will be responsible for the safe storage of chemicals, safe and accurate preparation of chemical solutions and the maintenance and preservation of biology, physics and geology specimens and equipment. The successful applicant will also provide support to teaching staff for regular procurement and general administration.

Eligibility/Other Requirements: Certificate III in relevant Laboratory Technology or relevant experience in a science context. First Aid qualification or willingness to undertake appropriate training is desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Note: 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: Leon Sanft (02) 6142 0333 [leon.sanft@ed.act.edu.au](mailto:leon.sanft@ed.act.edu.au)

## **School Performance and Improvement**

### **North Canberra/Gungahlin School Network**

#### **Lyneham High School**

##### **School Assistant (Absences)**

**School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 00666)**

Gazetted: 31 July 2018

Closing Date: 14 August 2018

Details: Lyneham High School is seeking a highly motivated person to fill the position of Administrative Assistant (Absences). The successful applicant will work closely with the Deputy Principal (Students) to ensure that student absences are identified and addressed in a timely manner. The successful applicant will liaise successfully with students, families and staff; provide administrative support to staff throughout the school; and work flexibly and effectively as part of a collaborative administrative team.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with

Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Kathryn Cheshire (02) 6142 1173 [kathryn.cheshire@ed.act.edu.au](mailto:kathryn.cheshire@ed.act.edu.au)

## **Director School Improvement- South/Weston Network**

### **Narrabundah College**

#### **School Secretary**

**School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 00861)**

Gazetted: 30 July 2018

Closing Date: 9 August 2018

Details: Narrabundah College is seeking a highly motivated person with sound MAZE experience and excellent customer service skills, to work flexibly and effectively as part of a team. The successful applicant will liaise closely with the Business Manager on financial matters. This position involves close daily contact with students, staff, parents and the school community.

Eligibility/Other Requirements: The successful applicant must possess excellent communication and customer service skills and have the ability to work within a busy work environment that has competing demands. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Karen Fraser (02) 6142 3200 [karen.fraser@ed.act.edu.au](mailto:karen.fraser@ed.act.edu.au)

## **Business Services**

### **Strategic Finance**

#### **Schools Resourcing and Finance**

##### **Manager - Financial Management Training and Compliance**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40959)**

Gazetted: 30 July 2018

Closing Date: 13 August 2018

Details: We are seeking an enthusiastic manager who is able to lead and deliver high quality financial management training, promote sound financial management practices and compliance review to ensure schools meet the Directorate's financial governance requirements.

Eligibility/Other Requirements: Tertiary Accounting qualifications and membership or progression towards Certified Practising Accountant or Chartered Accountant status is desirable.  
Contact Officer: Sushila Sharma (02) 6205 5452 sushila.sharma@act.gov.au

### **School Improvement and Performance**

#### **Student Engagement**

##### **Senior Policy Officer**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35252)**

Gazetted: 01 August 2018

Closing Date: 16 August 2018

Details: Student Engagement is seeking a flexible and highly experienced Policy officer with experience in intergovernmental relations, project management, people and stakeholder management. The position involves interesting and diverse work across a range of policy areas relating to inclusive education and student wellbeing. The Senior Policy Officer will be required to manage discrete projects and initiatives, as well as working flexibly across the broader Inclusion and Wellbeing team to manage emerging work pressures.

Eligibility/Other Requirements: Relevant tertiary qualifications in Education, Policy or Human Services is highly desirable.

Contact Officer: Kristen Laurent (02) 6207 2327 kristen.laurent@act.gov.au

### **School Performance and Improvement**

#### **Deputy Director-General's Office**

##### **Executive Officer to the Deputy Director-General**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37546)**

Gazetted: 27 July 2018

Closing Date: 10 August 2018

Details: Are you motivated, energetic and great with people? Do you get excited when asked to undertake complex policy analysis or prepare a brief within tight timeframes? Do you dream about working strategically, engaging with stakeholders and resolving problems? If you have excellent written and verbal communication skills, project management experience and a knack for writing killer speeches, this could be the role for you. This role will provide you with an opportunity unlike any other, supporting the Deputy Director-General of ACT Education to influence the outcomes for the young people of the ACT.

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

Contact Officer: Caitlin McGarvey (02) 6205 2360 caitlin.mcgarvey@act.gov.au

### **Business Services Division**

#### **Strategic Finance**

##### **Budgets and Reporting**

##### **Infrastructure and Capital Works Finance Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40960)**

Gazetted: 31 July 2018

Closing Date: 14 August 2018

Details: The Strategic Finance branch requires a Finance Manager in the Budgets and Reporting sub-section who has excellent analytical and communication skills as well as a good understanding of the financial management of capital works projects/programs. The successful applicant will provide high quality financial advice and support to the Infrastructure and Capital Works (ICW) branch and senior executive within the Education Directorate. Specific priorities will include capital works related financial management, procedures, reporting, and budgeting, including the development of budget proposals for capital works projects. The successful applicant will be embedded in the ICW branch of the Directorate, and the Officer will work alongside the ICW leadership team and with individual Project Officers on a daily basis.

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

**Business Services**

**Strategic Finance**

**Schools Resourcing and Finance**

**Assistant Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40944)**

Gazetted: 31 July 2018

Closing Date: 14 August 2018

Details: We are seeking a highly experienced officer who is able to review an information system, identify system limitation and provide options for improvement for future implementation.

Eligibility/Other Requirements: Data analyst skills and experience with whole of government human resource systems are highly desirable.

Note: This is a temporary position available for 12 months.

Contact Officer: Sushila Sharma (02) 6205 5452 sushila.sharma@act.gov.au

**Business Services**

**Strategic Finance**

**Schools Resourcing and Finance**

**Assistant Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40945)**

Gazetted: 31 July 2018

Closing Date: 14 August 2018

Details: We are seeking an enthusiastic officer who is able to develop high quality financial management training programs including e-learning modules and roll out to schools.

Eligibility/Other Requirements: Accounting Qualifications and membership or progression towards Certified Practising Accountant/Chartered Accountant Status and previous experience in training module developments is desirable.

Note: This is a temporary position available for 12 months.

Contact Officer: Sushila Sharma (02) 6205 5452 sushila.sharma@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](mailto:jobs@act.gov.au)**

**Environment**

**Parks and Conservation Services**

**Parks Reserves and Rural Land**

**Commercial Tourism Manager**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 09878)**

Gazetted: 26 July 2018

Closing Date: 9 August 2018

Details: ACT Parks and Conservation service is looking for a motivated leader to develop and manage our nature based commercial tourism program. The successful applicant will need to demonstrate excellent business management and organisational skills. We are seeking applications from suitably qualified people who are interested in permanent employment. Duties include: Work within Environment, Planning and Sustainable Development Directorate (EPSDD) and other relevant ACT Government Directorates to develop a new commercial operations licensing framework including developing policies, standard operating procedures and assessment criteria for managing sustainable tourism opportunities within parks and reserves; liaise with tourism operators to provide support services for applying for and building sustainable tourism products within Parks and Conservation Services (PCS) managed estate; assess commercial tourism activities so they are consistent with the *Nature Conservation Act*, Policies, Standard Operating Procedures, and best management practices for nature-based tourism; create and deliver a commercial tour operator training package that assists tour operators deliver better interpretive content on PCS estate, whilst providing a high level of service to national park and nature reserve

visitors; work closely with Visit Canberra, and local and regional tourism organisations to build a strong network of nature-based tourism professionals that share information, marketing and communications across the ACT and neighbouring regions; explore the role of ecotourism certifications and tourism clusters for destinations, operations, and individuals; represent PCS within the Tourism and Protected Areas Forum, and at tourism networking functions; support the functions of the Manager, Community and Visitor Programs.

Eligibility/ Other Requirements: Applicant must hold a manual driver's licence; be prepared to wear a uniform and be prepared to work some shift work for key events.

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

Contact Officer: Mikaela Jade (02) 6205 9544 mikaela.jade@act.gov.au

## **Environment**

### **Parks and Conservation Services**

#### **Parks Reserves and Rural land**

#### **Ranger in Charge**

#### **Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 18960)**

Gazetted: 26 July 2018

Closing Date: 9 August 2018

Details: ACT Parks and Conservation Service is looking for a motivated individual to lead on-ground operations at Mulligans Flat Woodland Sanctuary. This role will have a specific focus on delivering ambitious projects working collaboratively with partner stakeholders, including implementing an intensive pest animal eradication program. The successful applicant will need to demonstrate excellent skills in planning and implementing large natural resource management projects including supervising staff, contractors and volunteers.

Eligibility/Other Requirements: Extensive experience and demonstrated skills in developing and implementing integrated natural resource management programs, including vertebrate pest management; demonstrated budget and project management skills and capacity to plan and deliver works programs; highly developed communication, representational and interpersonal skills, including negotiation and community liaison; demonstrated capacity to initiate and manage change in pursuit of continuous improvement; resolve conflict, lead harmonious and productive teams and to contribute effectively to a senior management team; well-developed knowledge of relevant legislation, policies and standard operational procedures within a natural resource conservation framework; demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the *Territory Records Act*; prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

Contact Officer: Will Batson (02) 6205 8502 will.batson@act.gov.au

## **Climate Change and Sustainability**

### **Climate Change**

#### **Policy Officer, Climate Change**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 03511)**

Gazetted: 27 July 2018

Closing Date: 10 August 2018

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

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.

Contact Officer: Antonio Mozqueira (02) 6205 4820 antonio.mozqueira@act.gov.au

**Climate Change and Sustainability**

**Carbon Neutral Government**

**Carbon Neutral Government Program Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 37008)**

Gazetted: 27 July 2018

Closing Date: 10 August 2018

Details: The Carbon Neutral Government team is looking for an agile, collaborative and innovative program officer who is motivated to work within in a fast paced environment. The successful applicant will assist in implementation and continual improvement of processes and governance for the Carbon Neutral Government Fund. This includes establishing, maintaining and improving systems to track and monitor progress against program milestones and targets. We are looking for someone with an understanding of program management, in particular working with stakeholders across portfolios. They should have high level organisational skills, the ability to think strategically, develop and manage relationships with key stakeholders.

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

Contact Officer: Paul Sutton (02) 6207 0270 paul.sutton@act.gov.au

**Environment**

**Parks and Conservation Services**

**Parks, Reserves and Rural Land**

**Field Ecologist**

**Professional Officer Class 1 \$56,359 - \$78,145, Canberra (PN: 41062)**

Gazetted: 27 July 2018

Closing Date: 9 August 2018

Details: The ACT Government is seeking the services of an Ecologist to assist with monitoring of key grassland restoration and research projects across ACT grassland reserves. This will involve intensive ecological surveys looking at reptiles, plants, birds, invertebrates including several threatened species. The person will be required to work with a variety of ACT Government ecologists and land managers and work in the field. The successful candidate will be required to work independently at times and be able to rapidly pick up fauna and flora identification, manage data collection and maintain good data storage systems.

Eligibility/Other Requirements: Tertiary qualifications in a field of Environmental Management or Biological Science, preferably including studies in ecology, botany or conservation of terrestrial flora and ecosystems. A current manual driver's licence. A willingness to work independently in the field, potentially outside normal hours in remote locations and in adverse weather conditions. Experience with field based monitoring, ecological research, and surveying plants and reptiles is desirable.

Note: This is a temporary position available until May 2019 with the possibility of extension. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Chloe Sato (02) 6207 4858 chloe.sato@act.gov.au

**Environment**

**Parks and Conservation Services**

**Parks, Reserves and Rural Land**

**General Service Officer**

**General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 18896)**

Gazetted: 31 July 2018

Closing Date: 14 August 2018

Details: ACT Parks and Conservation Service (PCS) is looking for a motivated individual to undertake a range of on-ground operations at Mulligans Flat Woodland Sanctuary. This role will have a particular focus on the eradication of pest animals from the newly extended Sanctuary. The successful applicant will need to demonstrate a range of skills including vertebrate pest control, fencing, machinery operation, and infrastructure maintenance. The applicant must also have the ability to work independently in the field under the supervision of senior management, and also collaboratively with PCS colleagues, staff from partner organisations, and volunteers.

Eligibility/ Other Requirements: Relevant experience and demonstrated skills in implementing natural resource management programs, including vertebrate pest management; demonstrated ability to deliver ambitious work programs as directed by Sanctuary management; strong interpersonal skills including the ability to liaise with contractors and volunteers and participate as an effective team member; knowledge of relevant legislation, policies and standard operational procedures within a natural resource conservation framework; demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the *Territory Records Act*. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

Contact Officer: Will Batson (02) 6205 8502 [will.batson@act.gov.au](mailto:will.batson@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**

#### **Cancer Ambulatory and Community Health Support**

#### **Cancer Ambulatory and Community Health Support Executive**

#### **Director of Nursing (Cancer, Ambulatory and Community Health Support)**

#### **Registered Nurse Level 5.5 \$156,066, Canberra (PN: 29502)**

Gazetted: 02 August 2018

Closing Date: 9 August 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 Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of assessment, diagnostic and treatment services through outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health Centres across ACT Health. The Walk in Centers across the ACT and Central Outpatients Department are also managed by this Division. The Director of Nursing operates within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the Nursing and Midwifery Board of Australia Code of Ethics and Code of Conduct. The position is accountable and responsible to the Executive Director CACHS for the management of a safe, effective nursing service across the clinical units of the Division. In keeping with the value of collaboration, the position will operate in partnership with other members of the Executive of the Division and other Divisions as appropriate. The Director of Nursing is responsible for professional nursing standards and work practices within CACHS and for the provision of executive nursing leadership and high level advice in the overall management of the clinical, material and financial resources allocated for ensure the delivery of safe, efficient and effective, quality consumer and client focused care. The position has responsibility for Nurse Education Programs, Quality and Safety, Divisional Reporting, Organisation Development and Workforce.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration as a Registered Nurse with the Australian Health Practitioner Regular Agency (AHPRA); Post graduate qualifications in Management or related field or working towards same. Desirable: Post graduate qualifications in a Clinical specialty. 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 temporary position available for a period of 12 months with the possibility of extension pending the outcomes of a nursing workforce review and organisational restructure.

Contact Officer: Cathie O'Neill (02) 6244 2738 cathie.o'neill@act.gov.au

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women's and Babies**

**Assistant Director of Nursing Paediatrics and Neonatology**

**Registered Nurse Level 4.3 \$130,586, Canberra (PN: 26098)**

Gazetted: 02 August 2018

Closing Date: 9 August 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: Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence based quality health care and advocacy for all children and adolescents up to their 16th birthday in the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. There are 36 funded inpatient beds as well as 12 day stay beds and a multidisciplinary outpatient area. 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 27 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment.

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 Neonatal Nursing and/or Health Services Management or similar. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Karen Faichney (02) 6174 7470 karen.faichney@act.gov.au

**Canberra Hospital and Health Services**

**University of Canberra Hospital**

**Centre for Rehabilitation**

**Rehabilitation Nurse Practitioner (University of Canberra Hospital)**

**Registered Nurse Level 4.2 \$122,486, Canberra (PN: -)**

Gazetted: 02 August 2018

Closing Date: 9 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services (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: 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 open the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra in July 2018. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. The Rehabilitation Nurse Practitioner will support the Assistant Director of Nursing (ADON UCH) and Director of Nursing (DON) in providing a comprehensive Nurse Practitioner service to Rehabilitation inpatients, outpatients and patients in the community setting. This position will be based at UCH in Bruce ACT.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); endorsed or eligible for endorsement as a Nurse Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence.

Desirable: Extensive clinical experience in Rehabilitation. 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: Bianca Gonzales (02) 512 40215 bianca.gonzales@act.gov.au

## **Canberra Hospital and Health Services**

### **Surgery and Oral Health**

#### **Trauma Service**

#### **Trauma Coordinator**

#### **Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22264)**

Gazetted: 02 August 2018

Closing Date: 16 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services (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 Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, ACT Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The ACT Trauma Service is a Level 1 trauma service providing care to trauma patients injured within the ACT and the southern NSW region from south of Sydney, east to the Sapphire Coast and west to Wagga Wagga. The ACT Trauma Service endeavours to ensure that all trauma patients are optimally cared for from pre hospital to discharge. The Trauma Coordinator: works with the Trauma Director to ensure patients receive appropriate care and coordinates the day to day hospital activities of the trauma service, provides expert clinical leadership and management within a nursing and multidisciplinary team, is responsible for the development and implementation of policies, procedures and guidelines for trauma management, is to develop and maintain collaborative partnerships with internal and external stakeholders regarding trauma management. This role includes a strong emphasis on clinical education and training.

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

Contact Officer: Jillian Davis 0478 404 894 jillian.davis@act.gov.au

**Canberra Hospital and Health Services  
Women, Youth and Children's Health  
Paediatric Research  
Clinical Trials Coordinator**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 13255)**

Gazetted: 02 August 2018

Closing Date: 16 August 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 Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs. The Paediatric Endocrinology and Diabetes service is looking for a Research Assistant to join its research team. Responsibilities include, data collection and entry, maintaining relevant study databases and spreadsheets, liaising with funders and ACT Health Research Ethics and assistance with ethics submission, reporting and trial follow up. Responsible for the daily conduct of Multicentre Phase 2 and Phase 3 clinical trials, and local research in Paediatric Department in Collaboration with local investigators.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Good Clinical Practice (GCP) certification in Australia, or ability and willingness to obtain. Desirable: Previous experience coordinating and/or conducting clinical trials; demonstrated academic knowledge and understanding of Human Research Ethics processes and procedures. 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 temporary position available for a period of six months with the possibility of extension. This is a part-time position available at 16:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Tony Lafferty (02) 6174 7670 tony.lafferty@act.gov.au

**Canberra Hospital and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Adult Community Mental Health Services  
Clinician**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 40847)**

Gazetted: 02 August 2018

Closing Date: 16 August 2018

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: This Registered Nurse 2 position will be employed under the Access Mental Health Team, which will function under the new Model of Care (MoC) for Adult Community Mental Health Services. The successful candidate triage and assess people who live in

the Australian Capital Territory region, who have mental health care needs as well as providing short term support. The applicant will work in collaboration with medical staff and a small team of clinical staff, the position supports the provision of evidence-based clinical interventions within standardised clinical processes.

The Adult Community Mental Health Services is a contemporary and evidence-based service which provides high quality community based mental health care, which is guided by the principles of Recovery. The services aim is to provide collaborative care involving the people, their carer's and other key services that access the service. At this level, it is expected that you will provide quality clinical interventions and care in order to achieve positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse 1 level as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Approved tertiary qualifications or equivalent in nursing. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). More than 12 months nursing experience in a mental health services, and strong understanding of adult community mental health services. Desirable: Post Graduate Qualification in Mental Health Nursing or working towards such, and current driver's licence. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Russell Robson 0435658083 russell.robson@act.gov.au

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

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

#### **Justice Health Services**

#### **Clinical Development Nurse**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 28459)**

Gazetted: 2 August 2018

Closing Date: 16 August 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 Justice Health Primary Health Team is part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will provide one on one teaching, clinical support, ongoing evaluation and feedback for JHS Nurses across a diversity of clinical areas within ACT Health – JHS. You will be required to work at various JHS sites and provide a thorough orientation schedule, clinical and professional support, feedback and guidance to all JHS registered and enrolled nurses. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurse Level 1 and Enrolled Nurses. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff. The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Mandatory: Hold a Certificate IV in Workplace Training and Assessment or nationally recognised vocational competency units in competency assessment and work-based training; recent custodial nursing experience; registered or eligible for registration with AHPRA. 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).

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

Contact Officer: Cheryl Cuthbertson (02) 6207 2841 [cheryl.cuthbertson@act.gov.au](mailto:cheryl.cuthbertson@act.gov.au)

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Community Nursing**

**Registered Nurse - The Link Team**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22768)**

Gazetted: 02 August 2018

Closing Date: 16 August 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 Link Team is responsible for providing afterhours nursing services to patients with a broad range of needs within the ACT community by coordinating the afterhours rapid response service for community nursing including weekends and ACT public holidays. This part time role is instrumental to providing effective support to patients in the community to enable them to remain in their own environment wherever possible. The role oversees interventions which actively contribute to the prevention of unnecessary presentations to acute facilities.

Eligibility/Other Requirements: Mandatory: Registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); and Tertiary qualifications in Bachelor of Applied Science in Nursing; and must hold a current drivers licence. Desirable: Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position. 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: This is a permanent part-time position available working 21.00 hours per week, the full-time salary noted above will be paid pro rata. This is a permanent part-time evening position which operates on a 5x2 roster rotation. The position provides backfill for Registered Nurse Level 2 Night Duty shifts as required. There is also opportunity to act in Higher Duties as Registered Nurse Level 3 Afterhours coordinator.

Contact Officer: Leontine Muis (02) 6244 2900 [leontine.a.muis@act.gov.au](mailto:leontine.a.muis@act.gov.au)

**Canberra Hospital and Health Services  
Clinical Forensic Medical Services  
Division of Medicine**

**Forensic Nurse Examiner**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 16711, several)**

Gazetted: 02 August 2018

Closing Date: 9 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Clinical Forensic Medical Services (CFMS) unit collaborates and works closely with the Australian Federal Police to deliver forensic medical services for the ACT community and surrounding NSW. The unit's services consist of: ACT Health Forensic and Medical Sexual Assault Care

(FAMSAC) providing forensic evidence collection and medical assessment to both male and female victims of assault; Clinical Forensics ACT (CFACT) providing triage and nursing services in the outreach settings of the Australian Federal Police custodial facilities; and Nursing assessments within outpatient's clinics: Canberra Sexual Health Centre (CSHC), Sexual Assault; Drug and Alcohol; Police environments and Fitness to Drive Medical Clinic (FTDMC).

Eligibility/Other Requirements: Mandatory: Registered Nurse with a minimum five years post registration experience; Registered with AHPRA as a general Registered Nurse; Holds a current driver's licence; and must be able to successfully gain and maintain a Police Security Clearance. Desirable: Sexual and reproductive health certificate, sexual assault graduate certificate or equivalent experience; and experience in emergency nursing, mental health, women's health, sexual health and/or custodial medicine. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: There are several permanent positions available for filling, both full-time and part-time. The full-time salary will be paid pro rata for part-time hours. Forensic Nurse Examiner positions within Clinical Forensic Medical Services are available for a suitably skilled registered nurses with excellent communication and multitasking skills. Applicants may be assessed on Selection Criteria and Referee reports only and a merit list will be created for ongoing recruitment in the next 12 months. Please provide the names and contact numbers for two referees (one being your current supervisor). The successful applicant will be required to work shift work including night duty and on call.

Contact Officer: Wendy Mossman (02) 6174 5164 [wendy.mossman@act.gov.au](mailto:wendy.mossman@act.gov.au)

## **Canberra Hospital and Health Services**

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

#### **Justice Health Services**

#### **Drug and Alcohol Nurse**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 13946)**

Gazetted: 02 August 2018

Closing Date: 16 August 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. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services and Justice Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health

facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU provides a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. The Alcohol and Drug Nurse, under guidance from the dedicated multi-disciplinary team and Drug and Alcohol Services, will have a particular focus upon people with Alcohol and Drug issues and will participate and contribute to the development and delivery of a high quality care to clients on an Opioid Replacement Treatment (ORT) Program within a custodial setting. In this role you will demonstrate clinical expertise in assisting with the management of clients with substance use issues, assessment and monitoring of clients on ORT to design and implement evidence based interventions to promote health and well-being that supports a harm minimisation philosophy. In the role you will be required to liaise with external providers, work across various JHS sites, undertake professional development and supervision, participate in quality initiatives, and contribute to the multidisciplinary team processes as well as providing leadership, feedback and guidance to Registered and Enrolled Nurses. As a source of expert nursing knowledge it is expected you demonstrate competence in advanced nursing practice and a higher level of skill and ability to perform in a more demanding role covering the domains; clinical care, leadership, education, safety and communication. The Registered Nurse Level 2 is seen by the organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2 must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Desirable: Post Graduate Qualifications (or equivalent) in Mental Health Nursing, or working towards. Certificate IV in Alcohol and Other Drugs, or willing to undertake further Drug and Alcohol Training. Experience working in a mental health setting. Minimum of three years in experience working with clients with substance abuse issues. Prior to commencement successful applicants will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy (Category A position).

Contact Officer: Tash Lutz (02) 6207 9439 tash.lutz@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Clinical Forensic Medical Services**

##### **Forensic Nurse Examiner**

##### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 32339)**

Gazetted: 02 August 2018

Closing Date: 16 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for CHHS is to ensure the delivery of ACT Health's Territory Wides Services Framework, the ACT Health Quality Strategy and government priorities. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: A temporary fulltime Registered Nurse Level 2 Forensic Nurse Examiner position within Clinical Forensic Medical Services is available for a suitably skilled registered nurse with excellent communication and multitasking skills. The Clinical Forensic Medical Services (CFMS) unit collaborates and works closely with the Australian Federal Police to deliver forensic medical services for the ACT community and surrounding NSW. The unit's services consist of: ACT Health Forensic and Medical Sexual Assault Care (FAMSAC) providing forensic evidence collection and medical

assessment to both male and female victims of assault. Clinical Forensics ACT (CFACT) providing triage and nursing services in the outreach settings of the Australian Federal Police custodial facilities. Nursing assessments within outpatient's clinics: Canberra Sexual Health Centre (CSHC), Sexual Assault; Drug and Alcohol; Police environments and Fitness to Drive Medical Clinic (FTDMC).

Eligibility/Other Requirements: Mandatory: Registered Nurse with a minimum five years post registration experience. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds a current driver's licence. Desirable: Sexual and reproductive health certificate, sexual assault graduate certificate or equivalent experience. Experience in emergency nursing, mental health, women's health, sexual health and/or custodial medicine. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a temporary position available for a period of 12 months. Selection may be based on application and referee reports only. An order of merit will be established for filling positions at level within the next 12 months from this process. Please provide the names and contact numbers for two referees (one being your current supervisor). The successful applicant will be required to work shift work including night duty and on call.

Contact Officer: Wendy Mossman (02) 6174 5164 wendy.mossman@act.gov.au

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Clinical Records**

#### **Clinical Coding Auditor/Educator**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25179, several)**

Gazetted: 02 August 2018

Closing Date: 16 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wards persons, Hospital Assistants, Ward Clerks; e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services) and Pharmacy. The Clinical Record Service is part of the Clinical Support Services Branch and is primarily responsible for managing ACT Health's centralised clinical records and completing all inpatient clinical coding. Clinical coding is an essential function for ACT Health to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. This role is a combined coding/auditing/educator role. In addition to some routine clinical coding responsibilities, you will also be required to train new coders and assess ongoing coder-education needs through regular coding audits. You will play a key role in determining appropriate DRG allocation, optimising coding throughput, ensuring targets and key performance indicators are met, conducting coding quality audits involving interactive case mix reviews with clinical staff as well as providing training, mentoring and support to the



clinical coding team. Applicants will be required to complete a coding test to assess coding competency as a component of the recruitment process.

Eligibility/Other Requirements: *Mandatory:* Bachelor of Applied Science (Health Information Management) or equivalent qualification or eligibility for admission to full membership of the Health Information Management Association of Australia. *Desirable:* A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of case mix in an acute tertiary hospital, with ability to accurately code an average of 4 – 5 records per hour. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: There are part-time and full-time positions available.

Contact Officer: Dianne Ramadan (02) 6244 3242 [dianne.ramadan@act.gov.au](mailto:dianne.ramadan@act.gov.au)

**Canberra Hospital and Health Services**  
**Mental Health Justice Health Alcohol and Drug Services**  
**Justice Health Services**

**Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 38619)**

Gazetted: 02 August 2018

Closing Date: 16 August 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services and Justice Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU is a 10 bed unit, providing a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. In this position it is expected you will complete assessments, planning, implementing and care of clients. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Enrolled Nurses.

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: Co-morbidity or Alcohol and Drug Service experience; recent mental health experience within a forensic, acute or mental health setting. 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: Tash Lutz (02) 6207 9439 tash.lutz@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Acute Support Services**

#### **Physiotherapist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 20870)**

Gazetted: 02 August 2018

Closing Date: 16 August 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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient centred care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: Promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine services; clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities. Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Physiotherapy; be registered (or eligible for registration) with the Physiotherapy Board of Australia; current driver's licence; at least one year of full-time equivalent work experience as a physiotherapist. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).  
Note: You will be required to participate in an overtime roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Margot Green (02) 6244 2154 margot.green@act.gov.au

**Canberra Hospital and Health Services**

**Chief of Clinical Operations**

**Imaging**

**Medical Imaging Radiographer**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 12876)**

Gazetted: 02 August 2018

Closing Date: 16 August 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 Medical Imaging Department is responsible for providing quality diagnostic imaging services for patients in the ACT and surrounding region. The successful applicant will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in the more complex procedures with the approval and supervision of the Senior Health Professional Officer in the area. Participate in weekend, out of hours and on-call rosters. 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 licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Kate Saunder (02) 6244 2111 kate.saunder@act.gov.au

**Canberra Hospital and Health Services**

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

**Adult Community and Older Persons**

**Social Worker, Occupational Therapist, Psychologist**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 13310, several)**

Gazetted: 2 August 2018

Closing Date: 16 August 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) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services;

Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: An exciting opening exists for a health professional to join the Division of Mental Health, Justice Health and Alcohol and Drug Service's new Assertive Community Outreach Service (ACOS). This position offers the successful applicant the opportunity to join a dynamic and supportive multidisciplinary team providing assertive community outreach treatment to people experiencing and living with a severe mental illness and complex needs in a community setting. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; Health Professional Level 2 (HP2): Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. For Social Work: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); registration under the *ACT Working with Vulnerable People Act 2011*; HP2: Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service; current passenger vehicle 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; 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. ACOS operates an extended hours service, operating seven days a week from 08:30 to 21:00 and the position holder will be required to work a rotating roster including morning and evening shifts.

Contact Officer: Amaly Khalaf (02) 6205 1565 [amaly.khalaf@act.gov.au](mailto:amaly.khalaf@act.gov.au)

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

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

#### **Dhulwa Mental Health Unit**

#### **Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 37462)**

Gazetted: 02 August 2018

Closing Date: 16 August 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services; Justice Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DMHU) and the Extended Care Unit (ECU) provides high quality inpatient mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. The ECU is a specialist mental health facility adjacent to Calvary Hospital in Bruce. The ECU sits within the Stepped Care Model of mental health care, providing medium term residential care for people who require rehabilitation and support to transition into the community setting. The ECU is a 10 bed unit, providing a range of contemporary, community focused rehabilitation interventions, programs and services. DMHU offers 10 acute care beds and 15 rehabilitation beds and the ECU has 5 beds for community transition. Both units are managed by the Justice Health Services (JHS) program in the MHJHADS Division. In this position the Allied Health Assistant Level 3 (AHA3) under minimal supervision, will provide quality services to assist the Allied Health team to deliver diversionary activities for people within a therapeutic rehabilitation environment. All staff of the ECU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes. Eligibility/Other Requirements: Mandatory: Certificate IV or equivalent qualification in Mental Health or Allied Health Assistant; relevant experience in Mental Health; current driver's licence. Desirable: Previous experience working within an inpatient mental health environment. 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: Gillian Sharp (02) 6207 9326 gillian.sharp@act.gov.au

**Canberra Hospital and Health Services**  
**Cancer, Ambulatory and Community Health Support**  
**Breast Screen ACT**  
**Promotions Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40718)**

Gazetted: 02 August 2018

Closing Date: 16 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic. Under general direction, the Promotions Officer is responsible for undertaking promotional activities to recruit women in the target age group, maintaining stakeholder relationships and reporting on project deliverables. This Promotions

Officer role also includes contributing to and supporting projects encourage women to access BreastScreen ACT. The Promotions and Quality team provide a key role in recruiting women and engaging stakeholders to encourage screening participation at BreastScreen ACT. BreastScreen ACT is seeking a suitably experienced and enthusiastic person with excellent communication and organisational skills to join the BreastScreen team. The BreastScreen Program offers free breast screening to women over 40 years in the ACT. This position is part of a promotions team with a key role in encouraging screening participation at BreastScreen ACT. The position is responsible for undertaking promotional activities to recruit women in the target age group, maintaining stakeholder relationships and reporting on project deliverables. This role also includes contributing to and supporting projects to encourage women to access BreastScreen ACT. Under general direction this position undertakes activities to promote breast screening, including but not limited to information stalls, mail outs and resource delivery. This position also assists in maintaining existing resources, developing new promotional resources and supporting the coordinator of general promotional events. The successful applicant must be self-motivated, have excellent organisational skills, be able to demonstrate initiative, and be available to work flexible hours including outside business hours. Eligibility/Other Requirements: Desirable: Experience in undertaking promotional activities and managing stock. 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 three years until 30 June 2021. This is a part-time permanent position available at 16:00 hours per week and the full-time salary noted above will be paid pro-rata. Contact Officer: Christy Fox (02) 6205 1917 christy.fox@act.gov.au

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
RACC Executive**

**Administration Service Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40883)**

Gazetted: 02 August 2018

Closing Date: 9 August 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 RACC Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high quality customer service and patient care. The Equipment Loans Service (ELS) administrative support position is part-time (8-12 Saturday and Sunday plus two hours during the week), is based at the Village Creek Centre, Kambah and provides administrative support to the Equipment Loan service.

Eligibility/Other Requirements: Desirable: Previous experience in a health administration/office management position or certificate in Business Administration (Medical). Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a permanent part-time at 10 hours per week from 8:00am until 12:00pm Saturday and Sunday and two hours during the week.

Contact Officer: Lydia Thomas (02) 6174 8356 lydia.m.thomas@act.gov.au

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Medical Staff Personal**

**Assistant to Director of Anaesthesia**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 24245)**

Gazetted: 2 August 2018

Closing Date: 16 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic

priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Most clinical units, including the Anaesthesia Unit, are supported by Personal Assistants or Office Management staffs, who coordinate the Office of busy clinicians. Under direction of the Director of Anaesthesia and Pain Management Unit, the Personal Assistant will provide administrative support for the Anaesthesia Unit by undertaking the duties listed in the duty statement. Eligibility/Other Requirements: Desirable: Experience with Dictaphone typing. 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 14.42 hours per week for six months with the possibility of extension. The full-time salary noted above will be paid pro-rata. Contact Officer: Shannon Dougan (02) 6244 4175 [shannon.dougan@act.gov.au](mailto:shannon.dougan@act.gov.au)

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Clinical Forensic Medical Services**

#### **Administrative Support Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 39920)**

Gazetted: 02 August 2018

Closing Date: 16 August 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Clinical Forensic Medical Services (CFMS) is a locally based well established clinical service that provides forensic medical care to patients from the ACT and surrounding areas. CFMS comprises of Clinical Forensics ACT (CFACT), a contracted medical services to the AFP, Forensic and Medical Sexual Assault Care (FAMSAC), the ACT Health based sexual assault service, and 'Fitness To Drive Medical Clinic' (FTDMC). CFMS is a

medical unit within Canberra Hospital and Health Services, with requirements and support for ongoing professional development of all staff. Under the direction of the CFMS Office Manager and working with the Medical Director, the administrative role for the Fitness To Drive Medical Clinic will be responsible for the provision of high level administration duties with general office and secretarial functions and inbox/calendar management. Assists administratively in the strategic and operational processes required within CFMS. High level quality customer service is integral with confidentiality and access to sensitive and protected documents. The successful applicant will be required to work as part of a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Must be eligible to pass an AFP security clearance or the ability to maintain such (i.e. no previous criminal history). Current driver's licence. Desirable: Competency with ACTPAS. Sound communication skills. Experience in working with Microsoft Office Suite including Excel and secured databases. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a part-time position at 29:45 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Anna Brkic (02) 6244 2185 [anna.brkic@act.gov.au](mailto:anna.brkic@act.gov.au)

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Community Health Program**

**Administration Support (Central Team)**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 24906)**

Gazetted: 02 August 2018

Closing Date: 9 August 2018

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Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Ability to type with speed and efficiency within guidelines; experience in Microsoft applications; in particular Excel, Word and Outlook; experience using ACT Health Information and Communication Technology (ICT) systems, ACT Patient Administration System (ACTPAS) and CRIS; experience with using the Australian Immunisation Register; experience



or knowledge of using the ACT Health rostering program ProAct. 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 seven months with the possibility of extension and/or permanency. This is a part-time permanent position available at 29.40 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only.

Contact Officer: Melissa Warylo (02) 6174 7491 melissa.warylo@act.gov.au

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

#### **Medicine**

#### **Clinical Forensic Medical Services**

#### **Administrative Support Officer**

#### **Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 15002)**

Gazetted: 02 August 2018

Closing Date: 16 August 2018

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Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Demonstrated sound communication skills; experience in working with Microsoft Office Suite including Excel; competency with ACT Patient Administration System (ACTPAS); and ability to undertake financial tasks. 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: Anna Brkic (02) 6244 2185 anna.brkic@act.gov.au

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

#### **Medicine**

#### **Acute Support**

#### **Speech Pathology Assistant**

**Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 27163)**

Gazetted: 02 August 2018

Closing Date: 16 August 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. Acute Support Speech Pathology provides tertiary level services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Services include specialist assessment and management of a range of acute communication and swallowing disorders. Acute Support Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students. Overview of the work area and position: Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance or recognised equivalent. 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 temporary position available for a period of 12 months. This is a part-time permanent position available at 18:37 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only.

Contact Officer: Timothy Tooke (02) 6244 2230 timothy.tooke@act.gov.au

**Canberra Hospital and Health Services**

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

**Justice Health Services**

**Clinical Nurse Educator**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 37270)**

Gazetted: 02 August 2018

Closing Date: 16 August 2018

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The Mental Health, Justice Health, Alcohol and Drug Services delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: The Justice Health Services, Dhulwa Mental Health Unit (DHMU) provides high quality mental health care to people from 18 to 65 years of age. The Dhulwa Mental Health Unit (DMHU) is a secure mental health facility that first opened in November 2016. DMHU provides 24-hour, contemporary, evidence-based clinical mental health care for people who require secure inpatient treatment. DMHU provides a therapeutic and recovery-based approach, focused on individually tailored treatment programs to maximise mental health care outcomes for patients. The service aims to provide collaborative care involving the person, their carers and other key services. DMHU sits within the Justice Health Services program of MHJHADS and offers 10 acute care beds and 15 rehabilitation beds. At this level the

Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic secure environment. This position reports to the DMHU Assistant Director of Nursing and will liaise with the Clinical Nurse Consultant to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working at the DMHU. In this role you will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in a Certificate IV in Training and Assessment; Minimum three years nursing experience in mental health with a sound understanding of forensic mental health; and current driver's licence. Desirable: Holds or is working towards a post graduate qualifications in health education, and/or has demonstrated experience in adult education and clinical practice development. Post Graduate Qualification in Mental Health Nursing. Experience in managing and influencing teams, processes and practice improvement in a forensic health environment. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Tash Lutz (02) 6207 9439 tash.lutz@act.gov.au

## **Canberra Hospital and Health Services**

### **Division of Clinical Services**

#### **Pharmacy Services**

#### **Dispensary Lead Pharmacist**

#### **Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 26204 (expected vacancy))**

Gazetted: 02 August 2018

Closing Date: 16 August 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. 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 Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering; Nursing Operational Support. Overview of the work area and position: CHHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter 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"* Under the broad direction of the Deputy Director of Pharmacy- Operations, the Dispensary Manager will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide leadership, management, and coordination of the entire dispensary service. This position will also include advanced clinical, education, research and quality improvement roles. The position holder will also integrate into the CHHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or equivalent work experience (supported by the development of an Advance Pharmacist Practice Portfolio); significant experience of working within a hospital pharmacy. Desirable: Research experience and/or publication in peer reviewed journals; Project management experience; The Society of

Hospital Pharmacist of Australia (SHPA) membership; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

### **Justice and Community Safety**

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

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

#### **ACT Corrective Services**

##### **Custodial Operations**

##### **Correctional Officer**

##### **Correctional Officer Class 3 \$87,030 - \$92,770, Canberra (PN: 40759, several)**

Gazetted: 27 July 2018

Closing Date: 17 August 2018

Details: ACT Corrective Services is pleased to announce exceptional career opportunities for individuals interested in becoming a Correctional Officer Class 3 (CO3). The successful applicant will be responsible for providing leadership, supervision and management of staff and operations in Correctional facilities. You will also have the capacity to assume control of the facility in the absence of a Correctional Officer Class 4 (CO4) and/or Duty Manager. On a day to day basis, the successful applicant will ensure safe care and custody of detainees, maintain security and supervision of staff and detainees and admit and discharge detainees in accordance with relevant legislation. In addition to this, you will also monitor and contribute to the implementation and effective operation of systematic case management; including supervising the Supervisor in the allocation of resources and case loads; attendance at the Sentence Planning group; advising on detainee classification and placement; and direct responsibility and oversight of the management of complex and at risk/vulnerable detainees, including chairing of the High Risk Assessment meetings and Intensive Case Management Committee meetings. To be successful, you will demonstrate exceptional communication and interpersonal skills in addition to leadership and management skills. You will also demonstrate a passion for people and a commitment to the promotion of a positive and rehabilitative culture and environment.

Eligibility/Other Requirements: Relevant custodial experience or Certificate III in Correctional Practice (Custodial) are essential; if Certificate III in Correctional Practice (Custodial) is not held it must be attained within 12 months of date of entry to service; relevant tertiary qualifications or equivalent experience are desirable; current unrestricted manual driver's licence and Senior First Aid Certificate are essential requirements. Eligible applicants may be required to undergo pre-employment psychological and medical testing and a Police Record check. Eligible candidates will be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: There are several positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months. The successful applicant may be required to work varying shifts, including 12 hour rotational rostered shifts, and provide after hours on-call support and/or advice as per operational requirements.

How 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. As part of the selection process applicants will be required to undertake two assessment processes which will include the preparation and delivery of a ten minute PowerPoint presentation (ten slides) describing their approach and how they would contribute to the ACT Corrective Services Mission (outlined in the position description) in their work with detainees and other staff members. The second assessment will be an evaluation of 'CO1 Officer Reports' for the purpose of providing a decision for action.

Contact Officer: Jason Russell (02) 6205 3443 [jason.russell@act.gov.au](mailto:jason.russell@act.gov.au)

## **ACT Human Rights Commission**

### **Operational and ICT Support Manager**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 10297)**

Gazetted: 26 July 2018

Closing Date: 9 August 2018

Details: The ACT Human Rights Commission is seeking a motivated, highly-organised professional to lead and manage the Commission's Information Communication Technology (ICT) systems, web site maintenance and providing corporate support to the President of the Human Rights Commission. Duties of this role include manage and monitor the Commission's ICT systems and related requests, such as generating statistical data and other reports, assist with the Commission's software, access control and related matters. Please see the role description for a full list of duties and responsibilities, and the selection criteria for the role. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with 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 position contact officer.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

How to Apply: See the attached role description for further information regarding duties and responsibilities.

Interested applicants should send a two-page pitch with your Curriculum Vitae and the contact details of at least two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au). Rather than specifically addressing selection criteria, the two page 'pitch' should indicate your capacity to perform the duties and responsibilities at Administrative Services Officer Class 6 level and outline how your abilities, experience and qualifications make you the best person for this role.

Contact Officer: Kumudini Kulatunga (02) 6205 2222 [kumudini.kulatunga@act.gov.au](mailto:kumudini.kulatunga@act.gov.au)

## **ACT Courts and Tribunal**

### **ACT Supreme Court**

#### **Court Services**

#### **Supreme Court Listing Support Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42350)**

Gazetted: 01 August 2018

Closing Date: 15 August 2018

Details: The ACT Courts and Tribunal is seeking a highly organised, self-motivated and professional person to perform the role of Supreme Court Listing Support Officer. The duties of the position include preparing and maintaining the court lists for the hearing of matters before the Supreme Court; liaising with legal practitioners and parties; preparing and maintaining statistics; assisting with secretariat support for the Legal Practitioners Admissions Board and advising applicants on admission procedures. This is a varied and dynamic role ideally suited to a highly proactive and adaptable individual. The successful applicant will possess a high level of organisational skill and ability, an understanding of the legal system, has an eye for detail and is adept at meeting tight deadlines in a busy work environment. The role requires highly developed communication and interpersonal skills and the ability to maintain confidentiality and discretion.

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

How to Apply: Applicants are required to submit a Curriculum Vitae (CV), provide contact details of two referees (preferably including your current supervisor) and an application (maximum two pages) addressing the selection criteria. When addressing the selection criteria, please highlight relevant skills, experience and any specific examples or achievements that will demonstrate your ability to perform the role. Applicants should avoid repeating any information contained in their CV. For information about the ACT Courts and Tribunal please visit: [www.courts.act.gov.au](http://www.courts.act.gov.au).

Contact Officer: Felicity Perkins (02) 6207 1386 [felicity.perkins@courts.act.gov.au](mailto:felicity.perkins@courts.act.gov.au)

## **Legislation, Policy and Programs**

### **Justice Planning and Safety Programs**

## Social Justice

### Warrumbul Circle Sentencing Court Coordinator and Cultural Advisor

#### Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 41083)

Gazetted: 27 July 2018

Closing Date: 10 August 2018

Details: The Legislation, Planning and Safety Programs Unit is seeking a committed Court Coordinator and Cultural Advisor for the Warrumbul Circle Sentencing Court. The Warrumbul Circle Sentencing Court is a new court which will provide culturally appropriate sentencing options in the ACT Children's Court for Aboriginal and Torres Strait Islander Children and Young People. The successful applicant will coordinate and manage the administrative duties of Warrumbul Circle Sentencing Court by providing administrative support, data processing, statistical reporting, preparing correspondence and processing panel member reimbursements. The role includes a degree of liaison with young people and their legal representatives, family and/or support people as well as external stakeholders. A focus of the role is to actively promote, participate and contribute to Aboriginal and Torres Strait Islander specific projects undertaken by the Justice and Community Safety (JACS) Legislation, Policy and Programs Branch; Community Services Directorate (CSD) Youth and Families Services and the Courts.

Eligibility/Other Requirements: Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Note: This is a temporary position available until 28 June 2019.

Contact Officer: David Witham (02) 6207 5911 david.witham@act.gov.au

## ACT Courts and Tribunal

### Corporate Information and Systems

#### Business Support Officer

#### Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32099)

Gazetted: 01 August 2018

Closing Date: 15 August 2018

Details: The ACT Courts and Tribunal (ACTCS) is seeking a self-motivated person with well-developed communication skills, a strong focus on providing high level client service, the ability to work well within a dynamic environment and the capacity to work well with people from diverse backgrounds, to undertake the role of Business Support Officer. As a Business Support Officer, you will actively analyse data collections within the ACT Courts and Tribunal (ACTCT) case management systems; work collaboratively with the ACTCT business units to identify and rectify any data related issues and escalate them where appropriate through the formal channels; evaluate processes and procedures and drive changes in relation to new system operation requirements; organise and participate in the delivery of training for users of the Integrated Case Management System (ICMS); develop and maintain positive relationships with team members, staff and other key stakeholders of the ACTCT. The ACT Courts and Tribunal supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. For information on the ACT Courts and Tribunal please visit: [www.courts.act.gov.au](http://www.courts.act.gov.au)

Note: This is a temporary position available for six months with the possibility of extension. An order of merit may be established to fill future temporary vacancies at level over the next 12 months.

How to Apply: Interested applicants should provide a supporting statement of no more than two pages outlining relevant experience and examples related to this position and its requirements, a current resume and the names and contact details of two referees. Selection may be based on written application and referee reports only.

Contact Officer: Mary Aslanidis (02) 6205 0749 mary.aslanidis@courts.act.gov.au

## Emergency Services Agency

### ACT Ambulance Services

#### Ambulance Operations

### **Ambulance Paramedic**

#### **Ambulance Paramedic \$70,647 - \$79,475 plus penalties, Canberra (PN: 14207, several)**

Gazetted: 01 August 2018

Closing Date: 22 August 2018

Details: Applications are sought from Ambulance Paramedics holding current qualifications that may be interested in joining the ACT Ambulance Service. Applicants should possess the ability to work in a solo capacity or in small teams, have highly developed written and oral communications skills, demonstrate sound clinical skills and show a commitment to personal and professional development of others.

Eligibility/Other Requirements: Diploma of Paramedical Science (Ambulance) or Bachelor Degree (Paramedical Science) or equivalent. ACT C driver's licence or interstate equivalent. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Registration as an Ambulance Paramedic (once national registration is enacted) or ability to obtain registration (prior to implementation of national registration). Minimum of 12 months recent experience as a qualified ambulance paramedic is preferred. Please refer to the attached package for full details including the mandatory Selection Criteria.

Note: This position is a shift work position involving weekends and public holidays. The position is entitled to salary packaging with a fringe benefits tax-free threshold up to \$9095.00. Reasonable relocation expenses are available to assist with relocation to the Australian Capital Territory.

Contact Officer: Louise Smith (02) 6207 8482 [esagraduateinternenquiries@act.gov.au](mailto:esagraduateinternenquiries@act.gov.au)

### **ACT Corrective Services**

#### **Executive Services**

#### **Executive Support and Governance**

#### **Project Officer**

#### **Legal 1 \$61,785 - \$124,436, Canberra (PN: 40864)**

Gazetted: 26 July 2018

Closing Date: 9 August 2018

Details: ACT Corrective Services is seeking a motivated, well organised Legal 1 Officer who must have the appropriate high level legal qualifications, leadership, verbal and written communication skills. The role will be responsible for the delivery of a project to review/update the *Corrections Management Act 2007* and other legislative reform work. The successful candidate will report directly to the Senior Manager Executive Support and Governance, and provide high level policy advice to the Minister, Executive Director and Executives. The team undertakes a diverse range of high level and co-ordinated executive support to the Executive and monitors the implementation of continuous improvement activity and recommendations.

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

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current Curriculum Vitae; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Ximena Nikias (02) 6207 3979 [ximena.nikias@act.gov.au](mailto:ximena.nikias@act.gov.au)

### **ACT Courts and Tribunal**

#### **Sheriff's Office and Court Services**

#### **Security and Intelligence Coordinator**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 24472)**

Gazetted: 31 July 2018

Closing Date: 14 August 2018

Details: Applications are being sought for a Security and Intelligence Coordinator (Senior Officer Grade C) position within the ACT Courts and Tribunal Sheriff's Office and Court Services Unit. This position will engage with high level stakeholders, including judiciary, legal practitioners and staff within ACT Corrective Services and ACT Policing to provide the strategic direction and advice in relation to security and intelligence across the Courts and Tribunal. The Sheriff's Office and Court Services Unit is seeking a motivated person who possesses excellent interpersonal and communication skills. The successful applicant will be required to perform a wide variety of tasks including:

Provide strategic direction and advice for the ACT Courts and Tribunal on all matters relating to security and intelligence; promote and lead the implementation of appropriate security, intelligence and safety awareness across the Courts and Tribunal; establish effective relationships with external agencies, security agencies and key stakeholders, including ACT Policing and ACT Corrective Services, to integrate, synchronise and balance physical, procedural and dynamic security strategies to effectively identify, assess and manage security; ensure security reporting is implemented and appropriate to inform stakeholders with clear information concerning the prevailing threat environment and operational response activities; where a multi – agency response to a threat is required, co-ordinate the implementation of physical, procedural and dynamic security arrangements to mitigate the risk. The ACT Courts and Tribunal supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal or Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. If you require any further information please contact the Contact Officer. Eligibility/Other Requirements: The Security and Intelligence Coordinator will hold the appointment of Deputy Sheriff and may be required to wear a uniform and conform to dress code and personal appearance guidelines. The occupant of this position is required to hold a current driver's licence; completion of formal training in law enforcement or security is required. The position documentation is available for further information and guidance. How to Apply: Please submit your application addressing the selection criteria, a copy of your current Curriculum Vitae and the name and contact details of two referees. Note: This is a temporary position available from September up to 12 months. Selection may be based on application and referee reports only. Contact Officer: Simone Peisker (02) 6207 0355 [simone.peisker@courts.act.gov.au](mailto:simone.peisker@courts.act.gov.au)

### **Legal Aid Commission**

#### **Corporate**

#### **Finance**

#### **Assistant Accountant**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 1094)**

Gazetted: 30 July 2018

Closing Date: 8 August 2018

Details: The Assistant Accountant reports to the Financial Accountant on day to day workload. This position will also complete project work as directed by the Chief Financial Officer or the Chief Executive Officer relating to the Commission's financial processes. This could include preparing the Commission's internal budget, producing long term forecasts of staffing and expenses and assisting prepare the financial statements and annual report. This position will also assist the Information Technology Manager as needed. The Assistant Accountant is expected to be self-motivated and will have professional competency and independence. The occupant must maintain high integrity and ethical standards. The Commission currently uses Finance One as their Financial Management Information System. Further information is available by contacting the Contact Officer.

How to Apply: Applications for this position should be sent to [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au) or to the Recruitment Manager, human Resources, GPO Box 512, Canberra City, ACT 2601.

Contact Officer: Brett Monger (02) 6243 3445 [brett.monger@act.gov.au](mailto:brett.monger@act.gov.au)

#### **Corporate**

#### **Finance**

#### **Corporate and Finance Administration Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 1014)**

Gazetted: 27 July 2018

Closing Date: 8 August 2018

Details: The Finance and Corporate Administration Officer (FCA) reports to the Chief Financial Officer (CFO). This is a 'hands on' role and you will be expected to work collaboratively with others across the Commission to meet the needs of staff, funders, private practitioners and other stakeholders. You will manage a wide range of responsibilities in a fast-paced and changing environment, including undertaking activities with accounts receivable and payable, credit card transactions, manual cheque payments and other financial transactions ensuring that all are accurately and properly recorded, documented, filed and stored. You will have the ability to identify new and innovative business practices relevant to the position and the Commission in general. The



Commission currently uses Finance One as their Financial Management Information System. Further information is available by contacting the contact Officer.

How to Apply: Applications for this position should be sent to [hr@legalaidact.org.au](mailto:hr@legalaidact.org.au) or to the Recruitment Manager, Human Resources, GPO Box 512, Canberra City, ACT 2601.

Contact Officer: Brett Monger (02) 6243 3445 [brett.monger@act.gov.au](mailto:brett.monger@act.gov.au)

### **Transport Canberra and City Services**

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

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

#### **City Services**

##### **Executive Director, City Operations**

**Executive Level 2.4 324,854 to \$339,331 depending on current superannuation arrangements, Canberra (PN: E581)**

Gazetted: 27 July 2018

Closing Date: 10 August 2018

Details: The Executive Director, City Operations reports to the Deputy Director-General City Services and is responsible for providing leadership in the delivery of a wide range of services to the community.

The Executive Director leads all teams responsible for the look of the city and its environs and associated compliance activities. The Executive Director represents the Directorate at Government, industry and community forums on matters that span the Directorate's operations. The role requires exceptional leadership, executive management and negotiation skills across a range of portfolio areas including project management, transport planning and services, policy, financial management, human resources, government, the wider community and business issues.

The position is required to demonstrate effectiveness in senior public sector management and have the capacity to build and maintain relationships with key internal and external stakeholders. They will need strong leadership skills and the ability to motivate and inspire others to work together to achieve Government policy outcomes.

Consistent with the 'One Service' approach of the ACT Public Service, the Executive Director will also contribute to broader whole of service initiatives relating to workforce management and planning. You will play a key role in the research and development of innovative approaches for sustainable asset planning and maintenance.

Remuneration: The position attracts a remuneration package ranging from \$324,854 to \$339,331 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,216.

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

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

Contact Officer: Further information about the position is available from Jim Corrigan, (02) 6207 5819

[jim.corrigan@act.gov.au](mailto:jim.corrigan@act.gov.au)

#### **City Services**

##### **City Presentation**

##### **Place Management**

##### **Weed and Pest Program Coordinator**

**Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 40994)**

Gazetted: 30 July 2018

Closing Date: 22 August 2018

Details: The position is based in the City Presentation Branch of City Services which is responsible for the management and maintenance of parks and open spaces across urban areas of Canberra. The Weed and Pest Program Coordinator will be responsible for the planning, development and delivery of amenity and invasive pest and weed control programs and the coordination of staff and contractors undertaking weed and pest control programs across urban areas of Canberra.

How to Apply: Applicants should review the position description for details about the role and associated responsibilities and then address the selection criteria. Applicants should also provide a current Curriculum Vitae

and details of their training and experience relevant to the role. Suitability for this position will be assessed by a formal selection panel. Should you have any inquiries, please contact the Contact Officer.  
Contact Officer: Patrick Nolan (02) 6207 5744 patrick.nolan@act.gov.au

### **City Services**

#### **Yarralumla Nursery**

##### **Production Supervisor**

**General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 18418)**

Gazetted: 27 July 2018

Closing Date: 10 August 2018

Details: Yarralumla Nursery is the largest wholesale nursery in the southern tablelands and sells high-quality, competitively priced plants to landscape, wholesale and retail industries; Landcare groups; and local, state governments as well as the Australian Government. The Nursery propagates and grows over 200,000 cool climate plants annually from its own plant stock and seed bank including local, rare and endangered species. Yarralumla Nursery is seeking a dynamic experienced Production Supervisor. As Production Supervisor, you will be responsible for the day to day operation of production activities and staff work programs. The supervisor should under limited supervision plan and coordinate, train and supervise the operations and staff of Yarralumla Nursery Production Operations. The Yarralumla Nursery is committed to the ACT Government values, code of conduct and respect and equity framework. They are core components of a positive culture and inclusive working environment.

Eligibility/Other Requirements: Certificate III in Horticulture or equivalent experience in Nursery Production; demonstrated competence in the propagation and production of nursery plants and a current drivers licence (C-class) is mandatory.

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

Contact Officer: Belinda Ryan (02) 6207 8230 belinda.ryan@act.gov.au

Applicants should note that a Joint Selection Committee (JSC) established in accordance with the collective/enterprise agreement provisions will assess all applications for this position.

### **Chief Operating Officer**

#### **Governance and Ministerial Services**

##### **Governance**

##### **Manager, Security and Emergency Management**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 12833)**

Gazetted: 01 August 2018

Closing Date: 15 August 2018

Details: Applications are sought for an experienced, motivated, innovative and skilled professional to fill the role of Manager, Security and Emergency Management. This position is responsible for implementing, delivering and maturing protective security outcomes and maintaining a coordinated approach to emergency management and capability. The occupant is expected to work collaboratively with all business units across the directorate and be supportive and flexible in their approach to changing priorities.

Contact Officer: Shonah Stratton (02) 6205 8479 shonah.stratton@act.gov.au

### **Suburban Land Agency**

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

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

### **Greenfields**

#### **Senior Project Director**

**Infrastructure Officer 5 \$142,761, Canberra (PN: 18778)**

Gazetted: 01 August 2018

Closing Date: 15 August 2018

Details: The Suburban Land Agency was established under section 37 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act), and regulated by Parts 8 and 9 of the *Financial Management Act 1996* (FMA), section 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994* (PSMA). The objectives of the Suburban Land Agency are set out in section 38 of the Act and include: The encouragement and promotion of inclusive communities through the delivery of people-focussed neighbourhoods; the encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and operational effectiveness, delivering value for money using sound risk practices. The Greenfields Project Branch is primarily responsible for the planning, design and delivery of projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's Indicative Land Release Program (ILRP). This includes development of Government owned land for residential, commercial, industrial, community and non-residential uses. The projects are managed from planning and design to delivery on the ground. The Suburban Land Agency is seeking experienced Project Managers with demonstrated experience in land development.

Eligibility/ Other Requirements: Tertiary qualification in Project Management, Town Planning, Architecture, Property or building disciplines, Engineering or equivalent is desirable. A minimum of 10 years project and contract management experience in land development is essential.

Note: Selection may be based on application and referee reports only. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

How to Apply: Response to selection criteria limited to two pages.

Contact Officer: John Pooley (02) 6205 7073 john.pooley@act.gov.au

## **Urban Projects**

### **Senior Project Director**

#### **Infrastructure Officer 5 \$142,761, Canberra (PN: 40334)**

Gazetted: 01 August 2018

Closing Date: 15 August 2018

Details: The Suburban Land Agency was established under section 37 of the *City Renewal Authority and Suburban Land Agency Act 2017* (the Act), and regulated by Parts 8 and 9 of the *Financial Management Act 1996* (FMA), section 50 of the *Planning and Development Act 2007* and the *Public Sector Management Act 1994* (PSMA). The objectives of the Suburban Land Agency are set out in section 38 of the Act and include: The encouragement and promotion of people-focussed neighbourhoods; the encouragement and promotion of suburban development that supports affordable living, a safe and healthy population, social inclusion, housing choice, environmental sustainability, urban renewal, growth and diversification of the Territory economy and social and environmental sustainability; and operational effectiveness, delivering value for money using sound risk practices. The Urban Project Branch is primarily responsible for the planning, design and delivery of projects that optimise the Territory's social, environmental and economic return on land development activities in the ACT in accordance with the Government's Indicative Land Release Program (ILRP). This includes development of Government owned land for residential, commercial, industrial, community and non-residential uses. The projects are managed from planning and design to delivery on the ground. The Suburban Land Agency is seeking experienced Project Managers with demonstrated experience in land development.

Eligibility/Other Requirements: Tertiary qualification in Project Management, Town Planning, Architecture, Property or building disciplines, Engineering or equivalent is desirable. A minimum of 10 years project and contract management experience in land development is essential.

Note: This is a temporary position available until 21 March 2019 with the possibility of extension. Selection may be based on application and referee reports only. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

How to Apply: Selection criteria must be limited to two pages.

Contact Officer: John Pooley (02) 6205 0451 john.pooley@act.gov.au

## APPOINTMENTS

### Canberra Institute of Technology

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

Rikkilee Norris 835-97876, Section 68(1), 20 July 2018

### Chief Minister, Treasury and Economic Development

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

Sherif Abdelfattah Mohamed 858-54186, Section 68(1), 1 August 2018

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

Vidya Balakrishnan 858-53714, Section 68(1), 30 July 2018

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

Anntilla Beech 858-51073, Section 68(1), 1 August 2018

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

Melissa Davo 858-54231, Section 68(1), 30 July 2018

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

Andrew Hawkins 858-52295, Section 68(1), 9 July 2018

**Infrastructure Officer 4 \$119,340 - \$135,587**

Leon Mayers 858-53802, Section 68(1), 30 July 2018

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

Sarah Phan 848-80577, Section 68(1), 1 August 2018

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

Miroslaw Pilat 844-77200, Section 68(1), 31 July 2018

### Community Services

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

Sofie Arvidsson 858-54901, Section 68(1), 6 August 2018

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

Jennifer Cradock 853-62085, Section 68(1), 26 July 2018

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

Malcome Norman Mitchell 853-79493, Section 68(1), 1 August 2018

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

Taryn Leeanne Morrison 853-81905, Section 68(1), 1 August 2018

### Director of Public Prosecutions

**Prosecutor Grade 4 \$135,936 - \$145,737**

Patrick Dixon 853-75978, Section 68(1), 30 July 2018

**Education**

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

Bronwyn Brooks 849-04102, Section 68(1), 23 July 2018

**Environment, Planning and Sustainable Development**

**Senior Officer Grade A \$137,415**

Gregory Martin 835-60408, Section 68(1), 1 August 2018

**Health**

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

Navjot Brar 858-55218, Section 68(1), 20 August 2018

**Professional Officer Class 2 \$61,784 - \$84,186**

Alinta Bronotte 853-63010, Section 68(1), 30 July 2018

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

Suzanne Burt 858-54143, Section 68(1), 6 August 2018

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

Elisha Clyde-Smith 858-54530, Section 68(1), 7 August 2018

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

Astrid Collard 858-55146, Section 68(1), 20 August 2018

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

Melissa Davidson 858-54864, Section 68(1), 31 July 2018

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

Mulualem Gebremariam 856-73756, Section 68(1), 26 July 2018

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

Siji George 845-04379, Section 68(1), 1 August 2018

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

Catherine Hosick 857-44139, Section 68(1), 9 August 2018

**Registered Nurse Level 4.3 \$130,586**

Merja Keski-Nummi 783-28399, Section 68(1), 31 July 2018

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

Ivorine Mbiza 858-55066, Section 68(1), 25 July 2018

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

Kacie Patterson 858-55082, Section 68(1), 2 August 2018

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

Teri Robinson 856-73940, Section 68(1), 4 August 2018

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

Andreas Slebold 858-55007, Section 68(1), 6 August 2018

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

Courtney Taylor 858-55074, Section 68(1), 2 August 2018

**Professional Officer Class 2 \$61,784 - \$84,816**

Lauren Val 853-59855, Section 68(1), 30 July 2018

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

Kevin Weeks 858-54717, Section 68(1), 30 July 2018

**Justice and Community Safety**

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

Laila Kazak 858-55226, Section 68(1), 30 July 2018

**Technical Officer Level 1 \$54,720 - \$57,369**

Fiona Keller 858-53773, Section 68(1), 3 July 2018

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

Candice Misios 853-59900, Section 68(1), 1 August 2018

**Transport Canberra and City Services**

**Technical Officer Level 2 \$59,230 - \$67,825**

Cynthia Benjamin 858-55402, Section 68(1), 1 August 2018

**EGSO4.2 - Workshop Staff \$61,964**

Gregory Fatiaki 848-78012, Section 68(1), 31 July 2018

**Technical Officer Level 2 \$59,230 - \$67,825**

Edmund Hall 858-54856, Section 68(1), 1 August 2018

**TRANSFERS**

**Community Services**

**Melanie Thompson: 740-97212**

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

Community Services

To: Senior Officer Grade B/ Health Professional Level 5 \$118,319 - \$133,198

Community Services, Canberra (PN. 21535) (Gazetted 27 June 2018)

**Health**

**Elizabeth Layard: 843-90850**

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

Health

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

Health, Canberra (PN. 24266) (Gazetted 21 June 2018)

**Ofa Pene: 845-02437**

From: Registered Nurse Level 1 \$63,548

Health

To: Registered Nurse Level 1 \$63,548 - \$84,888  
Health, Canberra (PN. 40499) (Gazetted 19 April 2018)

**Helen Thangpueh: 836-01505**

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

To: Registered Nurse Level 1 \$63,548 - \$84,888  
Health, Canberra (PN. 40493) (Gazetted 19 April 2018)

## **PROMOTIONS**

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

#### **Procurement, Property and Venues**

##### **Goods and Services Procurement**

##### **Contracts and Category Management**

#### **Brendan John O'Brien: 844-74819**

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. 30439) (Gazetted 13 December 2017)

#### **Shared Services ICT**

##### **Technology Services**

##### **Technical Services Branch**

#### **Robert Torley: 817-33862**

From: Senior Information Technology Officer Grade C \$100,462 - \$108,140  
Chief Minister, Treasury and Economic Development

To: †Senior Information Technology Officer Grade B \$118,319 - \$133,197  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14679) (Gazetted 13 July 2017)

### **Community Services**

#### **Children, Youth and Families**

##### **Child and Youth Protection Services**

##### **Operations North/South**

#### **Lauren Fensom: 827-49030**

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

To: Health Professional Level 2 \$61,784 - \$84,816  
Community Services, Canberra (PN. 26574) (Gazetted 15 May 2018)

#### **Housing and Community Services**

##### **Housing ACT**

##### **Tenancy Operations**

#### **Stuart West: 853-75193**

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

To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Community Services, Canberra (PN. 20798) (Gazetted 11 May 2018)

**Director of Public Prosecutions**

**Legal**

**Sofia Janackovic: 844-02903**

From: Prosecutor Grade 2 \$92,999 - \$113,159

Director of Public Prosecutions

To: †Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions, Canberra (PN. 13027) (Gazetted 1 June 2018)

**Legal**

**Rae-Ann Khazma: 836-08782**

From: Prosecutor Grade 2 \$92,999 - \$113,159

Director of Public Prosecutions

To: †Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions, Canberra (PN. 04343) (Gazetted 1 June 2018)

**Legal**

**Katrina Marson: 836-03324**

From: Prosecutor Grade 2 \$92,999 - \$113,159

Director of Public Prosecutions

To: †Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions, Canberra (PN. 04155) (Gazetted 1 June 2018)

**Legal**

**Katie McCann: 848-64315**

From: Prosecutor Grade 1 \$72,389 - \$82,104

Director of Public Prosecutions

To: †Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions, Canberra (PN. 07319) (Gazetted 1 June 2018)

**Legal**

**David Swan: 844-03201**

From: Prosecutor Grade 2 \$92,999 - \$113,159

Director of Public Prosecutions

To: †Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions, Canberra (PN. 16855) (Gazetted 1 June 2018)

**Environment, Planning and Sustainable Development**

**Suburban Land Agency**

**Nicole Munyard: 834-54306**

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$137,415

Environment, Planning and Sustainable Development, Canberra (PN. 36431) (Gazetted 7 June 2018)

**Health**

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**WCH Operational**

**Katie Burke: 847-00214**

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

Health



To: Administrative Services Officer Class 3 \$60,039 - \$64,616  
Health, Canberra (PN. 23874) (Gazetted 17 May 2018)

**Deputy Director General Corporate**

**Gillbert de Ruijter: 836-13629**

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

To: †Senior Officer Grade B \$118,319 - \$133,197  
Health, Canberra (PN. 20069) (Gazetted 28 June 2018)

**Canberra Hospital and Health Services**

**Pathology**

**Haematology**

**Timothy Garrett: 843-99492**

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

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)  
Health, Canberra (PN. 30481) (Gazetted 10 August 2017)

**Canberra Hospital and Health Services**

**Melanie Lehtonen: 853-54712**

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

To: Administrative Services Officer Class 2/3 \$52,991 - \$64,616  
Health, Canberra (PN. 40674) (Gazetted 14 June 2018)

**CORRIGENDA**

**ACT Health**

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

Jonathan Howes: 85744817, Section 68 (1), 16 July 2018

Note: Correction to commencement date originally published in the gazette of 26 July 2018.