



ACT Government Gazette

Gazetted Notices for the week beginning 04 October 2018

VACANCIES

Calvary Health Care ACT (Public)

Hospital in the Home

Clinical Nurse Consultant

Executive Level RN2.4 to RN3 G1 Yr 2 \$93,533 to \$103,259, Canberra (PN: Expected)

Gazetted: 09 October 2018

Closing Date: 25 October 2018

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Reference Number 20192

Contact Officer: Vicki Kelly vicki.kelly@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Emergency Department

Senior Registrar

Executive Level Senior Registrar / Career Med Officer \$122,913 to 183,145, Canberra (PN: Expected)

Gazetted: 09 October 2018

Closing Date: 28 October 2018

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

Reference Number 20293

Contact Officer: David Banfield david.banfield@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Peri-Operative

Surgical Booking Clerk

Executive Level ASO 4.1 - ASO4.4 \$66,656 - \$72,175, Canberra (PN: Expected)

Gazetted: 09 October 2018

Closing Date: 14 October 2018

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

Reference Number 20324

Contact Officer: Karen Borgan Karen.Borgan@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Medical Imaging

Sonographer

HP4.2 \$108,140, Canberra (PN: Expected)

Gazetted: 09 October 2018

Closing Date: 1 January 2019

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

Reference Number 20389

Contact Officer: Maisie Graham maisie.graham@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

Medical

Obstetrics and Gynaecology

Visiting Medical Officer

Staff Specialist Canberra (PN: Expected)

Gazetted: 09 October 2018

Closing Date: 4 November 2018

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

Reference Number 20378

Contact Officer: Dr John Hehir john.hehir@calvary-act.com.au Applications can be forwarded to:

<https://calvary.mercury.com.au>

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

Student and Academic Services

Student Services

Information and Recognition

Recognition Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 21068)

Gazetted: 08 October 2018

Closing Date: 15 October 2018

Details: Applications are invited to fill the Recognition Officer role in a dynamic team with Canberra Institute of Technology (CIT) Student Services, Information and Recognition. Under the supervision of the Manager, Information and Recognition the role will manage the day-to-day operations of CIT Recognition Processing team. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service in line with CIT's Client Service Standard Charter. The suitable candidate will be skilled in building and maintaining positive working relationships with a range of CIT staff. The position requires supervision of staff, reviewing all Skills Recognition applications to ensure they meet CIT Policy and ensuring a safe environment for all staff and students. Other duties include providing audits on Skills Recognition applications to ensure validity of evidence, responding to the more complex enquiries involving the processes around Skills Recognition at CIT. Sound knowledge of a student administration system and an understanding of Vocational Education and the impact recognition can have on a student's study. 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.

Contact Officer: Barbara McCormack (02) 6207 3560 barbara.mccormack@cit.edu.au

Technology and Design

Graphics, Entertainment, Media and Music

Technical and Support Officer

Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 54434)

Gazetted: 08 October 2018

Closing Date: 24 October 2018

Details: CIT is seeking an enthusiastic individual to work with the Head of Department delivering technical, promotional and administrative support. The position is mainly concerned with supporting the Music/Sound Department, but will also include support for Graphics, Theatre and Media departments. Duties will include: assisting with the promotion and coordination of music industry and other departmental and/or College events as required by the Head of Department; management of content for the online Communication Lounge eLearn course and social media platforms and a knowledge of Software management; provision of technical and administrative support for music industry programs including taking student calls and enquiries, filing, greeting and enrolment advice to current music industry students. 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: Completion of an appropriate Diploma/Associate Diploma, or equivalent, and/or relevant experience appropriate to the duties of the position.

Note: This position is for temporary filling available for a period of one year with the possibility of extension up to but not exceeding five years in total. This position is part-time working 29.24 hours per week, the full-time salary noted above will be paid pro rata.

Contact Officer: Ayla Pentikainen (02) 6207 3583 ayla.pentikainen@cit.edu.au

People and Organisational Governance

People Development

Evolving Teacher Senior Developer

Teacher Level 2 \$100,508, Canberra (PN: 37584)

Gazetted: 04 October 2018

Closing Date: 18 October 2018

Details: The Evolving Teacher team is seeking an enthusiastic, positive, highly motivated, professional and collaborative individual to operate as a Senior Developer (Teacher Level 2) under the direction of the Manager Evolving Teacher Project. This is an opportunity for the right person to work collaboratively with the Project Manager and People Development to contribute to the achievement of project goals. The successful applicant will contribute to project deliverables and support teaching staff and leaders across Canberra Institute of Technology (CIT) to engage in this key project. The successful applicant will work collaboratively with staff at all levels, across CIT as well as external stakeholders. Therefore excellent communication, leadership skills and the ability to develop rapport, and maintain networks is essential to the position. 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: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017. All teachers at Teacher Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Note: This is a temporary position available until 31 December 2019 with the possibility of extension up to but not exceeding five years in total. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

Contact Officer: Angela Ryan (02) 6207 3223 angela.ryan@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

Communications and Engagement

Strategic Engagement Unit

Digital Communications Officer

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

Gazetted: 04 October 2018

Closing Date: 18 October 2018

Details: The ACT Government is committed to strengthening our community engagement approach to build a more trusted partnership between government and the Canberra community. We are looking for a Digital Communications Officer to play a key role in communicating this commitment and supporting practical and

cultural change across the ACT Public Service. In this role you will work with officers in other directorates across government to influence and support better engagement practice. Using a range of tools and an evidence-based approach you will help to develop and bring consistency and quality to our processes. You will have responsibility for the ACT Government's engagement platform Your Say, ensuring quality content on the platform, providing reporting and evaluation of engagements, maintaining governance and privacy of data, and supporting directorates with their community engagements. You will also have a key role in working with other teams in the Division to coordinate engagement campaigns and develop engaging and interactive digital media strategies, content and digital events. You will need to develop appropriate digital tools and templates to support and report on engagement activities and identifying potential issues. If you have excellent relationship management skills, have a focus on finding solutions and are able to work collaboratively we would love to hear from you. 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 a period of 12 months with the possibility of extension.

Contact Officer: Cecilia Willis (02) 6207 0292 cecilia.willis@act.gov.au

Economic Development

Strategic Projects

Project Support

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40266)

Gazetted: 04 October 2018

Closing Date: 11 October 2018

Details: We are looking for a Project Support officer to join the Strategic Projects team in the Economic Development Division of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD). Strategic Projects pursues major projects and manages current external investment proposals, focusing on the coordination and delivery of these projects to contribute to the growth and diversification of the Territory's economy. The project team focusses directly on a small number of priority projects that require dedicated support. The team facilitates engagement and collaboration, drives project outcomes, and realises investment opportunities, with the application of high levels of governance, encouraging community and stakeholder understanding and support. The successful applicant will provide high quality administrative and secretariat support, manage record keeping, and have the ability to research and draft briefs, Ministerials and correspondence. Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Qualifications in Project Management would be advantageous.

Note: This is a temporary position available immediately to June 2020 in line with current budget appropriation, with possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: If this sounds like you, please send your Curriculum Vitae, one page pitch and the contact details of two referees.

Contact Officer: Anneliese Morgan (02) 6205 0583 anneliese.morgan@act.gov.au

Economic Development

Sport and Recreation

Community Participation

Senior Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 34894, several)

Gazetted: 10 October 2018

Closing Date: 24 October 2018

Details: If you have a passion for active communities, are experienced in program management and can establish great partnerships, then this might be an opportunity to consider. The Sport and Recreation team are seeking two organised and experienced people to undertake the roles of Senior Project Officers. The roles sit within the Community Participation team that is responsible for supporting a range of participation initiatives within the sector, including getting kids active through nature based play, funding programs, education and training and combat sport safety. The roles will work closely with existing sport and recreation partners, understanding their

needs and supporting their sustained growth. While administration and process form part of the roles, creative thinking is also required to consider new opportunities that may support our aim to get more people moving through sport and recreation. We need great communicators who will enjoy liaising with different groups with the sector. Strong writing skills are also needed, coupled with an ability to present insightful viewpoints and an attention to detail. Canberra holds the highest active participation rates in the country but we can't take this for granted. Our challenge is to create opportunities for improved participation in sport and recreation – if this is a challenge you are up for we would welcome your interest. 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: There are several positions available. An order of merit 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: Wayne Lacey (02) 6207 2080 wayne.lacey@act.gov.au

Shared Services ICT

Technology Services

Applications Service Delivery

Third Level Support Analyst

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 40878)

Gazetted: 10 October 2018

Closing Date: 24 October 2018

Details: Applications Service Delivery (ASD) are seeking an experienced and motivated person to provide third level support to agencies across whole of government. This will include high level troubleshooting and root cause analysis of Windows operating systems, Office applications and third-party applications. The individual must have a sound technical understanding of a wide range of Microsoft products including Active Directory, System Centre Configuration Manager, Dynamic Host Configuration Protocol (DHCP) and Print Management. The successful candidate will have sound written communication skills including developing and maintaining technical documentation, while liaising with stakeholders and working collaboratively with team members and teams across the organisation. 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: The successful applicant will need to hold or be able to rapidly obtain an ACT Government Baseline Security Clearance

How to Apply: After reviewing the Position Description please provide a written response to the "What you require" capabilities listed in the Position Description, describing experience and claims of suitability, not exceeding three pages. Applications should be limited to cover sheets, applicant resume/Curriculum Vitae and not more than three pages of capability response.

Note: The successful applicant may be selected based on the written application and referee reports only.

Contact Officer: Miranda Purcell (02) 6207 8456 miranda.purcell@act.gov.au

Economic Budget and Industrial Relations Group

Executive Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 19404)

Gazetted: 10 October 2018

Closing Date: 24 October 2018

Details: Applications are sought for an experienced, highly motivated and well organised Executive Assistant to the Deputy Under Treasurer, Economic Budget and Industrial Relations (EBIR), ACT Treasury. We are looking for a dynamic Executive Assistant to provide high level confidential support to the EBIR Deputy Under Treasurer and Executive Officer. This includes diary management and administrative support in a dynamic work environment. The applicant will possess strong organisational and customer service skills and the ability to prioritise competing demands as well as the ability to communicate with all levels of Government, stakeholders and the community. 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.

How to Apply: If this exciting role sounds a fit for your skills, submit your Curriculum Vitae, the names of two referees and claims against the Selection Criteria in the Position Description – limiting your response to two pages.
Contact Officer: Susan Cameron (02) 6205 2236 susan.cameron@act.gov.au

Procurement ACT

Business Support

Executive Assistant to the Executive Director, Procurement ACT and the Director, Operations and Contracts Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 12936)

Gazetted: 04 October 2018

Closing Date: 18 October 2018

Details: We are seeking an experienced and motivated candidate to fill an Executive Assistant to the Executive Director, Procurement ACT and the Director, Operations and Contracts role within the Procurement ACT Division. The primary duty of this position is to provide high level strategic, operational and administrative support to the Executive Director, Procurement ACT and the Director, Operations and Contracts, including managing a range of project tasks, communications activities, monitoring calendars and managing correspondence. The Executive Assistant will provide support and work collaboratively with the Executive Officer, Executive Support Team as well as Procurement ACT and Infrastructure Finance and Capital Works teams. The successful candidate will be able to liaise across a range of roles and levels throughout the Government. The candidate will need to adhere to and promote the principles of the Respect Equity and Diversity (RED) Framework, Work Health and Safety (WHS), and the ACT Public Service Values and Signature Behaviours to maintain a safe, healthy and fair workplace for all staff. 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. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Joanne Gardner (02) 6207 2076 joannel.gardner@act.gov.au

Economic Development

Tertiary Education, Training and Research

Study Canberra

Student Ambassador

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: C09836, several)

Gazetted: 08 October 2018

Closing Date: 17 October 2018

Details: Become a Student Ambassador in 2019!

Study Canberra is looking for current ACT students who are passionate about living and studying in Canberra. As a Student Ambassador your job is to share your StudyCBR story with the world! Student Ambassadors help us welcome new students and promote Canberra as a great place to study and live. You will sharing your own knowledge and experiences with new and prospective students at various events both on and off campus. We are looking for students who are excellent communicators, well presented, social media savvy and exhibit strong customer service skills. The ACTPS supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, one position is designated for a student with an Aboriginal and/or Torres Strait Islander background and one position is designated for a student with a Disability. To be considered for a designated position applicants may be required to provide proof of Aboriginal and Torres Strait Islander status and/or Disability as part of the recruitment process. Applicants who identify as LGBTIQ are also encouraged to apply.

Eligibility/Other Requirements: Applicants must be over 18 years of age at time of commencement in January 2019; current and former Study Canberra Student Ambassadors are ineligible to apply. Applicants must be enrolled at an ACT school or institution for the duration of 2018; and enrolled at an ACT school or institution undertaking either an ACT Senior Secondary Certificate; an advanced diploma; undergraduate (Bachelor) degree; or a Graduate (Grad Dip / Masters/ MPhil/ PhD) program for the full 2019 academic year.

Desirable Criteria: Grade Point Average (GPA) of 5 (or equivalent) across all courses completed in 2018; experience in cross cultural communication and/or communication with people from diverse backgrounds; and public speaking, social media and second language skills will be highly regarded.

Note: There a number of causal Administrative Services Officer Class 2 (ASO2) positions available as part of this recruitment. The role requires occasional work outside of regular hours including evenings and weekends. These vacancies are for a 12 month period commencing 14 January 2019. Applications which do not provide a written response to the two Behavioural Capabilities will not be considered. The Behavioural Capabilities are listed in the Position Description. To apply for this opportunity please refer to the document attachments listed at the top right of this page and follow the instructions. Group interviews for shortlisted candidates will be conducted between Monday 29 October and Friday 2 November 2018. Wage: \$34.55/hour (includes 25% casual loading). Please read the Application Cover Sheet and Selection Docs in FULL before sending your application to jobs.

General enquiries can be directed to justin.keevers@act.gov.au (email monitored 9am to 5pm weekdays) or 0438 055 787. Applications must be sent to jobs@act.gov.au

Contact Officer: Justin Keevers 0438 055 787 justin.keevers@act.gov.au

Commercial Services Infrastructure Group

Health Infrastructure

Infrastructure Finance and Capital Works

Project Director

Infrastructure Manager/Specialist 1 \$153,082, Canberra (PN: 41562)

Gazetted: 08 October 2018

Closing Date: 17 October 2018

Details: Have you ever wanted to be part of a team delivering multi-million dollar social infrastructure projects, working with a diverse range of people? Do you have project, risk and contract management knowledge for the procurement and delivery of medium to high risk architectural, engineering or construction related services. Then you could be the person that we are looking for!!! The successful applicant will need to have a proven ability to assist in the delivery infrastructure projects within time, cost and scope targets and multi task the technically complex aspects of project delivery in a dynamic environment. If you can engage with a diverse range of people (both in writing and orally) please put in an application as we would love to meet you. This is a significant and important role that engages with stakeholders across our community and provides the opportunity to truly make a difference for the ACT and surrounding region. 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 12 months with the possibility of extension and/or permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Interested candidates should submit no more than an 800 word pitch addressing the Selection Criteria with an attached Curriculum Vitae including details for two referee contacts by the closing date of this advertisement.

Contact Officer: Sophie Gray (02) 6174 7022 sophie.gray@act.gov.au

Economic Development

VisitCanberra

Brand CBR

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41128)

Gazetted: 09 October 2018

Closing Date: 25 October 2018

Details: VisitCanberra is seeking applications for a grounded and experienced marketing professional to lead, plan and manage the effective development of Brand CBR (Canberra) and delivery of the Brand CBR programs. Being part of a dynamic and fast-paced team environment, the successful officer will be highly motivated, reliable, willing and committed to contributing to the successful integration of Brand CBR into a range of Government communication platforms. A key strength will be your outstanding interpersonal skills and commitment to developing and maintaining excellent internal and external working relationships and contributing to a workplace culture that strives for the delivery of high quality outcomes. Modelling the ACT Public Service Values and Signature Behaviours of respect, integrity, collaboration and innovation, they will show initiative and lead by example. 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 commencing immediately until 30 June 2021, with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Candidates are asked to provide their current Curriculum Vitae along with a response to each of the seven requirements for the position (identified in the Position Description – What You Will Require) in no more than 500 words for each response.

Contact Officer: Jonathan Kobus (02) 6205 3185 jonathan.kobus@act.gov.au Manager Brand CBR

Communications and Engagement

Whole of Government Communications

Senior Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55448)

Gazetted: 05 October 2018

Closing Date: 12 October 2018

Details: The Whole of Government Communications unit is responsible for developing and managing a suite of tools, policies and programs to support efficient and effective whole of government communications and community engagement framework. We are seeking an experienced Communications professional to lead and facilitate the improvement, implementation and embedding of communication policies and programs across government. Key responsibilities include overseeing the timely and accurate reporting and analysis of Whole of Government Communications activities and outcomes to Communications teams, senior executives and Cabinet as well as supervising Whole of Government (WhoG) Communication Officers to deliver and administer a suite of Whole of Government communications tools, programs and services.

Note: Selection may be based on application and referee reports only. This position is part-time at 26.50 hours per week and the full-time salary noted above will be paid pro-rata.

How to Apply: Applicants should submit a copy of their Curriculum Vitae and a two-page (maximum) statement outlining their experience against job's responsibilities and the Selection Criteria.

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

Sales Marketing and Property Management

Shared Services ICT

Strategic Business

SS Senior ICT Procurement and Contract Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36276)

Gazetted: 05 October 2018

Closing Date: 23 October 2018

Details: Shared Services Information Communication Technology (ICT) Strategic Business are seeking a motivated Senior ICT Procurement and Contract Officer to work as part of a multi-disciplinary team within Strategic Business, Commercial Services. The purpose of the role to provide quality delivery and improvement of a range of procurement and contract management activities. This role will be critical in developing and maintaining relationships with internal and external stakeholders to ensure the consistent delivery of contracted ICT services to the ACT Government. You will manage new and existing ICT contracts, be responsible for cost reduction, improving service delivery and the effective management of ICT panel arrangements.

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

Access Canberra

Work Safe ACT

Healthier Work

Healthier Work Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 27647)

Gazetted: 05 October 2018

Closing Date: 26 October 2018

Details: Healthier Work has supported over 10,000 locals to have access to health and wellbeing initiatives while at work. This is an exciting opportunity to manage this innovative and high achieving Service. Your role will be to

build upon its success and continue to grow the Service. You will apply a formalised project management framework to build the capacity of ACT workplaces to implement health and wellbeing policies, programs, facilities within a workplace culture that supports healthy life styles of ACT workers. The focus is on the preventable risk factors for chronic disease, including physical activity, healthy eating, smoking reduction/cessation, reduction of harmful alcohol consumption and improved stress management.

How to Apply: Complete a maximum two page pitch detailing how your qualifications and experience make you the right candidate for this position.

Contact Officer: Jennifer Gray (02) 6205 3468 jennifer.gray@act.gov.au

Communications and Engagement Division

Strategic Engagement Unit

Senior Strategic Engagement and Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38806)

Gazetted: 09 October 2018

Closing Date: 21 October 2018

Details: The ACT Government is committed to strengthening our community engagement approach to build a more trusted partnership between government and the Canberra community. We are looking for a Senior Strategic Engagement and Communications Officer to play a key role in communicating this commitment and supporting practical and cultural change across the ACT Public Service. In this role you will work with officers in other directorates across government to influence and support better engagement practice. Using a range of tools and an evidence-based approach you will help to develop and bring consistency and quality to our processes. You will have responsibility for delivering internal communications, providing strategic and, at times, practical support to directorates, and provide a range of reporting and analysis to support Whole of Government coordination and improvement efforts. You will also have a key role in organising professional development opportunities for policy, communications and engagement officers. If you have excellent relationship management skills, have a focus on finding solutions and are able to work collaboratively, we would love to hear from you. 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 until 30 June 2020 with the possibility of extension and/or permanency.

Contact Officer: Cecilia Willis (02) 6207 0292 cecilia.willis@act.gov.au

Corporate

Corporate Management

Digital Strategy and Transformation

Digital Delivery Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41090)

Gazetted: 05 October 2018

Closing Date: 23 October 2018

Details: Are you someone looking for a challenge? Are you keen to contribute to the digital transformational journey in our organisation? If so, this position is for you! The Digital Strategy and Transformation branch is seeking a dynamic, flexible, and solutions-focused individual to lead and make real contributions towards shaping the way the branch drives Digital Strategy and develops new capability across the Directorate. We would like to meet a person who will be comfortable applying the team's vision and drive outcomes which support the development of program delivery capability across the Directorate. The successful candidate: Will have proven experience in delivering high-quality and customer-focussed, outcomes orientated services; enjoys and thrives in managing changing circumstances, and is comfortable with multiple priorities and demands, with the energy to operate in a high paced environment; will have communication skills of a high order; is comfortable presenting to key stakeholders and developing reports and producing other complex artefacts. The 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.

How to Apply: Please review the Position Description and Job Advertisement for details about the role and associated responsibilities. Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include an application coversheet, a Curriculum Vitae and two page response to the Selection Criteria setting out why you are the best person for the Digital Delivery Manager role. It is highly recommended that you speak to the Manager, Digital Strategy and Transformation, Natalie Wise (02 6207 5563) to obtain additional information about the role and your application.

Contact Officer: Natalie Wise (02) 6207 5563 natalie.wise@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

Children Youth and Families

Child and Youth Protection Services

Practice and Performance- Assessment and Support

Case Manager, Assessment and Support

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 11538, several)

Gazetted: 05 October 2018

Closing Date: 23 October 2018

Details: The Case Manager role is focused on delivering the best possible life outcomes for children and young people through facilitating adoptions and kinship carer support and permanency planning for children in care. The functions of Child and Youth Protection Services (CYPS) Assessment and Support Team include: Delivering best practices in statutory service provision to children and young people; providing child centred functions including facilitating adoptions, kinship carer support and permanency planning for children in care; preparing children, young people and their support network for transition from care; supporting court processes: prepare reports, applications and represent the Director-General; ensuring compliance with legislation and policy; making decisions in accordance with principles and statutory obligations; supporting children and young people to have permanent and stable homes, including adoption and other permanent stable care arrangements such as Enduring Parental Responsibility orders.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Two years' experience working with children, youth and/or families in a social work/case management role; 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

Contact Officer: Anita Chettur (02) 6207 6982 cypsrecruitment@act.gov.au

Office of the Coordinator- General for Family Safety

Family Safety Hub

Evaluating and Reporting Specialist

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40205)

Gazetted: 05 October 2018

Closing Date: 26 October 2018

Details: Are you seeking the right environment to put your innovation, design thinking, social impact evaluation or project skills into practice? Are you looking to work closely with the community to achieve lasting social change? We are offering a rare opportunity to play a critical role in implementing an innovation hub for ACT Government. We are an innovation hub with a purpose, and we are now excited and ready to build this team from the ground up! We need highly skilled, motivated people to help achieve outcomes for the Canberra community by helping solve the most challenging problems related to domestic and family violence. You will be part of a collaborative and multi-disciplinary team. The team will be built on trust, collaboration, authenticity, personal

accountability, diversity and courage. The work will be dynamic, focused on people and outcomes, intensive and challenging at times, and truly rewarding. The team works hard, has each other's back, celebrates shared success and appreciates fun and the lighter side of work. We need people who genuinely love working collaboratively and have a passion for creating value through innovation and relationships; are dedicated to and accept accountability for quality work and delivering on outcomes; are comfortable with and energised by ambiguity and changing priorities; are keen to find new ways to apply their technical skills so that the outcome makes sense for the community. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal or Torres Strait Islander people, People with disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.
Contact Officer: Steven Portelli (02) 6207 8702 steven.portelli@act.gov.au

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Executive Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 33337)

Gazetted: 09 October 2018

Closing Date: 21 October 2018

Details: The Office for Aboriginal and Torres Strait Islander Affairs is looking for a dedicated Executive Assistant to provide administrative and organisational support for the Director, and undertake general office management duties. You will be part of small dynamic team, working with other Aboriginal and Torres Strait employees in the Office whose vision is making a difference for Aboriginal and Torres Strait Islander people living in the ACT. As an Executive Assistant, you will provide administrative and organisational support of the Director, Office for Aboriginal and Torres Strait Islander Affairs. To be successful you will have the following skills, experience and attributes: demonstrated experience in providing support to senior executives; high level organisational and time management skills; well-developed judgement, verbal and written communication and interpersonal skills; ability to build productive relationships and networks; accuracy and attention to detail; ability to manage sensitive and confidential issues with discretion; ability to work autonomously and in a team environment; experience in using computer software programs and systems in an administrative role; and reliable with strong personal drive and integrity. What we offer: Dynamic, challenging and flexible work environment' a positive and inclusive culture; career development that is nurtured; competitive remuneration; support and encourage employees who wish to pursue further study.

Eligibility/Other Requirements: 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.

Contact Officer: Jolene Clinch (02) 6207 0431 jolene.clinch@act.gov.au

Children, Youth and Families

Children and Families

Child Development Service

Speech Pathologist

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

Gazetted: 09 October 2018

Closing Date: 23 October 2018

Details: The Child Development Service focuses on identifying developmental delays for children 0-6 years and autism assessment to age 12 years. The speech pathologist in these positions will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will provide assessments or screen children to identify those at risk of developmental delay, and support their movement through the service system. Community Services Directorate is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Eligibility/Other Requirements: Tertiary qualifications in Speech Pathology, eligibility for membership of Speech Pathology Australia; have current drivers' licence; and a Working with Vulnerable People registration is required.

For further information on Working with Vulnerable People registration refer to
<https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804>

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Applicants will be considered at either a Health Professional Level 1 or Health Professional Level 2 level based on skills, experience and qualifications.

Contact Officer: Sophia Hehir (02) 6205 5199 sophia.hehir@act.gov.au

Office of the Coordinator- General for Family Safety

Family Safety Hub

Design and Innovation Lead

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40202)

Gazetted: 05 October 2018

Closing Date: 29 October 2018

Details: Are you seeking the right environment to put your social impact evaluation or insights and analytics skills into practice? Are you looking to work closely with the community to achieve lasting social change? We are offering a rare opportunity to play a critical role in implementing an innovation hub for ACT Government. We are an innovation hub with a purpose, and we are now excited and ready to build this team from the ground up! We need highly skilled, motivated people to help achieve outcomes for the Canberra community by helping solve the most challenging problems related to domestic and family violence. You will be part of a collaborative and multi-disciplinary team. The team will be built on trust, collaboration, authenticity, personal accountability, diversity and courage. The work will be dynamic, focused on people and outcomes, intensive and challenging at times, and truly rewarding. The team works hard, has each other's back, celebrates shared success and appreciates fun and the lighter side of work. We need people who genuinely love working collaboratively and have a passion for creating value through innovation and relationships; are dedicated to and accept accountability for quality work and delivering on outcomes; are comfortable with and energised by ambiguity and changing priorities; are keen to find new ways to apply their technical skills so that the outcome makes sense for the community. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal or Torres Strait Islander people, People with disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Contact Officer: Steven Portelli (02) 6207 8702 steven.portelli@act.gov.au

Office of the Coordinator-General for family Safety

Family Safety Hub

Communication and Brand Management

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38550)

Gazetted: 08 October 2018

Closing Date: 29 October 2018

Details: Are you seeking the right environment to put your innovation, design thinking, social impact evaluation or project skills into practice? Are you looking to work closely with the community to achieve lasting social change? We are offering a rare opportunity to play a critical role in implementing an innovation hub for ACT Government. We are an innovation hub with a purpose, and we are now excited and ready to build this team from the ground up! We need highly skilled, motivated people to help achieve outcomes for the Canberra community by helping solve the most challenging problems related to domestic and family violence. You will be part of a collaborative and multi-disciplinary team. The team will be built on trust, collaboration, authenticity, personal accountability, diversity and courage. The work will be dynamic, focused on people and outcomes, intensive and challenging at times, and truly rewarding. The team works hard, has each other's back, celebrates shared success and appreciates fun and the lighter side of work. We need people who genuinely love working collaboratively and have a passion for creating value through innovation and relationships; are dedicated to and accept accountability for quality work and delivering on outcomes; are comfortable with and energised by ambiguity and changing priorities; are keen to find new ways to apply their technical skills so that the outcome makes sense for the community. Community Services Directorate (CSD) is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal or Torres Strait

Islander people, People with disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Note: This is a temporary position available until November 2020 with the possibility of extension and/or permanency.

Contact Officer: Steven Portelli (02) 6207 8702 steven.portelli@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

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Quality Assurance Officer

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 11231)

Gazetted: 09 October 2018

Closing Date: 21 October 2018

Details: Children's Education and Care Assurance (CECA) - a section of the ACT Education Directorate – is the ACT Regulatory Authority administering the legislation covering approved education and care services and licensed childcare services in the ACT. CECA is seeking applications from motivated professionals to fill a six month vacancy in the Quality Assurance team. The role of the successful applicant will be to undertake assessment and rating of education and care services, conduct compliance monitoring activities, and provide professional support to providers, educators, families and other stakeholders in accordance with the National Quality Framework.

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

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

School Performance and Improvement

North and Gungahlin

Gold Creek School

Human Resources Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37047)

Gazetted: 10 October 2018

Closing Date: 24 October 2018

Details: This is a position for a high calibre individual, who can evidence capabilities as a dynamic, strategic thinker. You must have the capacity to manage the multi-million dollar Human Resource budget, and advise senior leadership on all HR matters. This position reports directly to the Principal and is a member of the Senior Leadership team.

Key Responsibility: Work in collaboration with the school executive/leadership team to provide operational, administrative and technical support in relation to human resource management.

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

Contact Officer: Angela Spence (02) 6142 1301 angela.spence@ed.act.edu.au

Business Services Division

Governance Community Liaison

Business Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40946)

Gazetted: 08 October 2018

Closing Date: 15 October 2018

Details: The Governance and Community Liaison Branch within the Education Directorate is looking for a highly motivated person to undertake the role of Business Support Officer for the branch. This is an exciting and busy role where you will be required to provide administrative support to the branch, undertake some coordination for the Director and then manage a range of activities that will support the Media and Communications team deliver on their objectives. So if you want a challenge, are client focused and excited about change, this is the job for you.

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

Contact Officer: Claudia Doman (02) 6205 0837 claudia.doman@act.gov.au

School Performance and Improvement

South Weston

Mawson Primary School

Mandarin Immersion Teacher Kindergarten

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 36341)

Gazetted: 09 October 2018

Closing Date: 9 November 2018

Details: Mawson Primary School was built in 1968 and is in the Woden Valley. The school celebrates its 50th anniversary this year. Mawson Primary School operates with classes from Preschool to Year 6 and offers two specialised programs: The Mandarin Immersion Program (MIP) and Environment Centre Sustainability Program as part of teacher release. In 2018 the school's Priority Enrolment Area (PEA) includes Isaacs, Mawson, and O'Malley. Phillip remains a shared PEA with Garran Primary School. Enrolments have grown steadily over the last few years and are close to 500 in 2018. A permanent opportunity exists for a dynamic and collaborative teacher of Mandarin for Kindergarten to commence in Term 1 2019. The successful applicant must speak fluent Mandarin as well as read and write the language. The applicant must be able to teach the Australian Curriculum content through Mandarin. In this role you will teach two Kindergarten classes for 50% of the week. You will work in close collaboration with your English-speaking colleague, who will teach the same class for the other 50% of the week. You must be primary trained. We are looking for a teacher who has an in-depth knowledge of formative assessment strategies and the visible learning research. We are looking for a teacher who will engage in professional dialogue and collaborative planning with colleagues to ensure the smooth delivery of the Australian Curriculum at the Kindergarten level. Mawson Primary School is making a considerable investment in our staff through professional development delivered by the Visible Learning plus organisation. The Visible Learning philosophy underpins all that we do at Mawson.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and 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

Note: This position will commence on 26 January 2019. Interviews via skype can be arranged for interstate applicants.

Contact Officer: Elizabeth Courtois (02) 6205 8033 elizabeth.courtois@ed.act.edu.au

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

Office for Schools

Belconnen Network

University of Canberra High School Kaleen

School Operations Coordinator

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38921)

Gazetted: 10 October 2018

Closing Date: 24 October 2018

Details: University of Canberra High School Kaleen (UCHSK) is seeking a motivated and energetic individual to join our admin support team. The successful applicant will require outstanding organisational skills and well-developed ability to prioritise their work independently of direct supervision.

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
Contact Officer: Merrielle Reed (02) 6142 0482 merrielle.reed@ed.act.edu.au

Office for Schools

Belconnen Network

University of Canberra High School Kaleen

Staffing/Student Absences Coordinator

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38920)

Gazetted: 10 October 2018

Closing Date: 24 October 2018

Details: University of Canberra High School Kaleen (UCHSK) is seeking an energetic and motivated person to join our admin support team. The successful applicant will have outstanding interpersonal and organisational skills and be able to manage a complex and dynamic role with competing priorities that require triaging.

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
Contact Officer: Merrielle Reed (02) 6142 0482 merrielle.reed@ed.act.edu.au

Service Design and Delivery

Student Engagement

Network Student Engagement Team (NSET)

Principal/Senior Manager Network Student Engagement Team (NSET)

School Leader A \$150,276 - \$180,443, Canberra (PN: 35677)

Gazetted: 05 October 2018

Closing Date: 15 October 2018

Details: Student Engagement offers a stimulating environment for a dynamic person to lead the Network Student Engagement Teams (NSETs). The position of Senior Manager/Principal enables you to drive the strategic direction and leadership of NSET, providing advice to the Director of Student Engagement and to support the four NSET Deputy Principals to lead their teams. The NSET work alongside school executives to build staff capacity and co-ordinate a range of services to underpin positive outcomes for all students, embedding a culture of inclusivity. The Senior Manager/Principal's role also includes policy development and cross Directorate interactions, management of human, financial and physical resources of NSET.

Eligibility/Other Requirements: Prior to commencing in this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available for a period of two years until 23 December 2020 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.

Contact Officer: Sam Seton (02) 6205 7029 sam.seton@act.gov.au

Service Design and Delivery

Student Engagement

School Psychology Clinical Practice

Senior Psychologist

Senior Psychologist \$127,172, Canberra (PN: 41480)

Gazetted: 05 October 2018

Closing Date: 28 October 2018

Details: ACT Education is seeking applications from Psychologists who have current experience and specific skills to fulfil the role of Senior Physiologist. Successful candidates will work as part of a multi-disciplinary team, utilising

evidence based frameworks to support students with complex needs. The Senior Psychologist will use their psychological expertise to lead the identification and implementation of evidence based practice within a multidisciplinary team and schools; as well as supporting the professional practice of school psychologists. Eligibility/Other Requirements: Applicants must have: full registration as a Psychologist with the Psychology Board of Australia OR full registration as a Psychologist with the Psychology Board of Australia and Teacher registration with ACT Teacher Quality Institute. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: There are several full-time and part-time positions available commencing 28 January 2019 and the full-time salary noted above will be paid pro rata for part-time hours. School Psychologists attract the same working conditions as teachers. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Tej Kaur (02) 6205 8354 ETDStudentWellbeing@act.gov.au

Business Services Division

Governance and Community Liaison

Corporate Reporting Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35232)

Gazetted: 04 October 2018

Closing Date: 11 October 2018

Details: The Governance and Community Liaison Branch within the Education Directorate is looking for a person who understands the importance of corporate reporting at a whole of government, directorate and business unit level. This role is fundamental to good governance and assurance. The occupant must be able to not only manage complex reporting obligations, but also innovate to help improve and streamline reporting for the benefit of the Minister, the Directorate and business units who contribute to delivering outcomes. This is an exciting opportunity for applicants who are service orientated, innovative and focused on delivering accurate, relevant and appropriate information in a way that is valuable and serves a purpose.

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

Contact Officer: Danielle Krajina (02) 6207 2990 danielle.krajina@act.gov.au

Office for Schools

North Gungahlin

Margaret Hendry School

Community Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41534)

Gazetted: 08 October 2018

Closing Date: 22 October 2018

Details: Seeking a high performing Community Coordinator to join the Margaret Hendry School leadership team. The successful applicant will demonstrate an ability to develop and implement a community engagement plan, identifying targets and measures to monitor and evaluate the intended impact of the school's interventions, partnerships and community outreach. The Community Coordinator will be an innovative professional, with a demonstrated ability to enhance the wellbeing of children and their families. This will be demonstrated through their ability to provide access to experiences, support and resources beyond those readily available in a school setting.

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

Contact Officer: Kate Woods 0466464276 kate.woods@ed.act.edu.au

Business Services

Strategic Finance and Procurement

Strategic Procurement

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41485, several)

Gazetted: 09 October 2018

Closing Date: 23 October 2018

Details: The Strategic Finance and Procurement Branch in the Education Directorate is looking for an experienced and highly motivated professional to fill the role of Assistant Manager. The successful applicant will be responsible for leading and managing the establishment and ongoing contract and procurement services for the Directorate. This is a newly established unit and the successful applicant will have a proven track record of providing effective leadership at a senior level, driving and implementing strategic policy and successful delivery of significant contract and procurement programs and projects. To be successful you will need to demonstrate excellent problem solving skills and an ability to engage with and influence stakeholders.

Eligibility/Other Requirements: Highly developed knowledge of and experience in ACT Government contracting/procurement processes and the ability to interpret and implement policy is essential.

Note: There are several temporary positions available for 12 months with possibility of extension or permanency.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, experience, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description and may be assessed on application and referee checks only. Please submit a written application, of no more than two pages, responding to the context of the information provided above and the Position Description attached. Provide a current Curriculum Vitae and the contact details of two referees.

Contact Officer: Kristie Perrin (02) 6205 0508 kristie.perrin@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

Environment

Parks and Conservation Services

Bio Security and Rural Services

Vertebrate Pest Officer

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 41513)

Gazetted: 04 October 2018

Closing Date: 29 October 2018

Details: If you're highly motivated, have experience working within conservation reserves and with farmers, and have knowledge and experience in managing pest animals, we want to hear from you. The senior vertebrate pest manager is looking for someone to provide support to current and ongoing pest management programs. The position will: Provide technical advice and operational support to ACT government staff and rural landholders in the implementation of pest animal management programs, with a focus on wild dogs and rabbits; assist with the co-ordination and delivery of the annual vertebrate pest operational program; implement vertebrate pest monitoring and mapping programs; provide administrative support to the Senior Vertebrate Pest Officer including record management and data analysis associated with pest animal programs; maintain facilities and equipment associated with vertebrate pest management programs, handle, use and issue restricted chemicals; undertake community engagement activities and liaise with other government agencies, rural landholders and other stakeholders; participate in Biosecurity incident management duties; perform authorised officer duties as required.

Eligibility/Other Requirements: The successful applicant must possess the following skills: Able and willing to undertake after hour's duties and incident management duties, including bushfire training and suppression; current manual driver's licence, with 4WD experience; chemical application AQF3; ability to obtain a corporate firearms licence; willingness to fly in a helicopter and/or a light fixed wing aircraft. Desirable qualifications: Restricted Pesticide Handling Course (NSW DPI), or equivalent; completion of Vertebrate Pest Management course (NSW DPI) or equivalent; Tertiary qualification (diploma or degree) in environmental management or equivalent.

Note: This is a fire designated position. Selection may be based on application and referee reports only. The occupant of this position will be required to meet the annual fitness assessment and attend the annual pre-season preparedness training. The occupant of this position will be expected (as required) to undertake all fire related

duties, including fire suppression and hazard reduction and will be included as part of a fire resource roster of the ACT declared bushfire season.

How to Apply: Please forward an application, with no more than two pages demonstrating your suitability for and interest in this position, contact details of at least two referees and a current Curriculum Vitae

Contact Officer: Oliver Orgill (02) 6207 2135 oliver.orgill@act.gov.au

Business, Governance and Capability

Governance Compliance and Legal

Governance and Assurance

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38031, several)

Gazetted: 08 October 2018

Closing Date: 22 October 2018

Details: Applications are sought from talented candidates to fill two Senior Policy Officer positions. These roles present an exciting opportunity to drive and embed a strong governance culture in the Environment Planning and Sustainable Development portfolio. Working as part of the Governance, Compliance and Legal Branch, these roles will lead the ongoing development and delivery of tailored, robust governance, land development and performance reporting frameworks for the Directorate. Key pieces of work that these roles will work closely with business areas to develop land transactions policies and the implementation of risk management practices and quality improvement initiatives across the Directorate. A high level of professionalism, a strong customer service approach, the ability to engage effectively with diverse teams and business areas, and strong conceptual and analytical thinking skills will be essential.

Note: These are temporary positions available for six months with possibility of extension. A merit pool/list may be established to fill future vacancies at level over the next 12 months.

How to Apply: To apply please submit a two page pitch telling us why you are the right person for the role that addresses the Selection Criteria.

Contact Officer: Belinda Yates (02) 6205 9414 belindam.yates@act.gov.au

Climate Change and Sustainability

Carbon Neutral Government

Energy Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41054, several)

Gazetted: 05 October 2018

Closing Date: 19 October 2018

Details: An exciting opportunity exists in the Carbon Neutral Government (CNG) team for self-motivated and organised individuals to join a new team of energy specialists, who will provide technical support, project management and advice across the ACT Government in reducing emission sources from the built environment. The successful candidates will have the enthusiasm and skills to work with many stakeholders across ACT Government agencies, undertake site-specific investigations of government facilities and assets and assist with development and implementation of energy efficiency and greenhouse gas reduction projects. The energy project officers will play an important role in achieving the ACT Government's commitment to carbon neutrality in its own operations and minimising the impacts of rising utility costs.

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

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

Pathology

Customer Services

Collections Manager

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 16196)

Gazetted: 11 October 2018

Closing Date: 25 October 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. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both Canberra and Calvary Hospitals operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: Customer Services, ACT Pathology is responsible for the collection of pathology samples from patients within The Canberra, Calvary and University of Canberra Public Hospitals and outpatients collection centres. Under broad direction of the Manager of Customer Services the Collections Manager will be responsible for coordination of staffing at ACT Pathology's seven (7) collection centres and the four (4) hospital ward rounds. You will be involved with rostering, recruitment, management of training, competencies and evaluations of over fifty (50) staff. This position will play a key role in providing leadership, support and advice in a management support role ensuring the effective and efficient collection of Pathology specimens for diagnostic processing in ACT Pathology's relevant laboratories. Eligibility/Other Requirements: Mandatory: Associate Diploma or equivalent qualification from TAFE or vocational training provider in a health industry discipline, or relevant experience and training which enables the officer to competently perform the duties appropriate to the office; current driver's licence; minimum of five years' experience in Pathology collections. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Tracey Farrar (02) 6244 2893 tracey.farrar@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

Human Rights Commission

Victim Support ACT

Victim Services

Case Manager

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28841)

Gazetted: 09 October 2018

Closing Date: 23 October 2018

Details: Victim Support ACT is seeking an experienced health professional with demonstrated capacity to deliver accessible, individualised and trauma-informed support to victims of crime in the ACT. The Case Manager role works within a supportive and inclusive multidisciplinary team providing: information, referrals, case management, needs assessments and brokering of services; advocacy and support to navigate the criminal justice system; access to Victim Support ACT's Court Assistance Program and Victims of Crime Financial Assistance Scheme; and contributions to the development, analysis, evaluation and planning of service as required. The Victims of Crime Commissioner is the agency head of Victim Support ACT and plays a key role in promoting rights and recovery for victims of crime in the ACT. 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: Working with Vulnerable People: A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to apply: See the Duty Statement and Selection Criteria for more information. Interested applications should send their Curriculum Vitae, response to the Selection Criteria and the contact details of at least two referees to jobs@act.gov.au. Please limit your response to the Selection Criteria to a maximum of four pages in total.

Contact Officer: Kylie Woodward (02) 6205 5197 kylie.woodward@act.gov.au

ACT Corrective Services

Custodial Operations

Throughcare

Employment Specialist

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38297)

Gazetted: 04 October 2018

Closing Date: 29 October 2018

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals, for a temporary vacancy in Community Corrections and Release Planning as an Employment Specialist. The successful applicant will be required to work with clients both pre and post release in order to help them achieve sustainable employment or training outcomes upon or post release. This will involve working closely with clients to provide coaching and mentoring related to all aspects of the process of sourcing, securing and maintaining employment or training (including Curriculum Vitae /resume and interview preparation), in both a 1:1 and group based environment. Further to this, you will assist clients to obtain sustainable employment by placing them into activities in the community such as education, training, work experience activities and non-vocational assistance and monitor client appointments and participation in these activities. In addition, you will liaise closely with staff within the Alexander Maconochie Centre, Community Corrections, and with the Extended Throughcare team, in the provision of appropriate support to clients and build and maintain effective relationships with organisations within the training and employment sector within the ACT and immediate surrounding areas, in order to maximise opportunities available to our client cohort. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of clients and stakeholders.

Eligibility/Other Requirements: Experience in supporting people into the education, training and employment sector within the ACT is essential; experience working with offenders and relevant tertiary qualifications are highly desirable.; eligible candidates will be required to undergo a criminal history check; a current driver's licence, and a willingness/ability to drive within ACT, 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

Note: This is a temporary position available until 11 October 2019.

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current Curriculum Vitae; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Anna Kirkham (02) 6205 4818 anna.kirkham@act.gov.au

Corporate

People and Workplace Strategy

Training and Development Administration Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 41429)

Gazetted: 05 October 2018

Closing Date: 19 October 2018

Details: People and Workplace Strategy are looking for a motivated and well organised person to fill the role of Training and Development Administration Officer. The successful applicant will have a good knowledge of the learning environment and administrative processes relating to the development and delivery of training programs. The successful applicant will be highly organised, have good attention to detail, with experience in the provision of administrative support including liaising with external providers, ensuring currency of training materials, timely invoice processing, arranging training facilities and preparation of training materials. The successful applicant will also be required to maintain a training database, and prepare less complex correspondence relating to training matters.

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

How to Apply: Applicants should provide a pitch in response to the following questions. 1. Provide detail of your recent experience working in a training environment (maximum 250 words); 2. Provide detail of how you manage competing priorities in your day to day working environment (maximum of 250 words). Applicants should also provide a completed Application Coversheet with their pitch and a current Resume including the details of two referees.

Contact Officer: Doreen Tan (02) 6207 0995 doreen.tan@act.gov.au

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Trust Officer

Trust Officer Level 1 \$66,025 - \$75,600, Canberra (PN: 49899)

Gazetted: 08 October 2018

Closing Date: 22 October 2018

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and trustee related services. We have a Trust Officer vacancy in our Wills, Estates and Trust Unit. The Wills, Estates and Trusts Unit provides a traditional trustee service comprising Deceased Estates administration; preparation of Wills and Enduring Power of Attorney, Trust Administration and administration of Confiscated Criminal Assets. In this role, the successful applicants will administer less complex deceased estates and trusts including, but not limited to, the following responsibilities: Preparation of formal documents applying for probate to administer and letters of administration; administration of small estates not requiring formal orders; attend properties, prepare inventories, secure valuables and arrange for packing and removal of furniture and effects; advertise for creditors, arrange payment of proved debts, preparation of correspondence with beneficiaries, creditors, solicitors and other interested parties; administration of trusts including establishment of trust, providing for advancement and maintenance of beneficiary in accordance with the terms of the trust and statutory powers, distribution at end of trust, preparation of correspondence with beneficiaries and other interested parties concerning the trust.

Eligibility/Other Requirements: A drivers licence and ability to use computer applications considered essential; completion or partial completion of Legal Studies, Accounting or other relevant Trustee Industry recognised qualification highly 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

Note: This position is offered for temporary filling for a period of six months. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

ACT Corrective Services

Corporate Services

Information and Business Solutions Unit

Security Systems Manager

Senior Information Technology Officer Grade B \$118,319 - \$133,197, Canberra (PN: 41514)

Gazetted: 09 October 2018

Closing Date: 25 October 2018

Details: ACT Corrective Services (ACTCS) is seeking a highly motivated and enthusiastic person to fill the role of Security Systems Manager, Senior Information Technology Officer Grade B (SITOB), within Corporate Services. This position is based at the Alexander Maconochie Centre (AMC) in Hume. The successful applicant will be responsible for overseeing the operations of Electronic Security Systems used at the AMC, to monitor and maintain safety and security of detainees, staff and visitors. You will be required to develop strong and direct relationships with key stakeholders, including vendors, contractors and consultants involved in security systems management to progress various system maintenance activities, work requests, daily security systems operations and planning for changes and project works. In addition, you will be required to prepare, maintain and update high quality system documentation for existing and new systems and provide guidance and communicate procedures in relation to systems operations, alarm management and system issues resolutions. Further to this, review, audit and approve technical test results, ongoing maintenance checklist and asset management reports and manage the lifecycle of existing and new security and safety systems. To be successful, you will possess excellent interpersonal, organisational and communication skills necessary to build rapport with a diverse range of stakeholders, in addition to high level conceptual and analytical skills.

Eligibility/Other Requirements: Relevant experience of five to seven years in security systems operations or administrations is essential. Relevant territory qualifications or graduate/Bachelor's degree in System Administration, Information Communication Technology (ICT) Systems Management or in similar field is essential; experience in Corrections or similar Government agencies is desirable; experience in Structured Query Language (SQL), Microsoft Excel and crystal reporting is highly desirable; a current drivers licence is required. The successful candidate may be required to undergo a criminal record check. 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

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current Curriculum Vitae; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of your current driver's licence. Please ensure you submit all five items.

Contact Officer: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@act.gov.au

ACT Corrective Services

Corporate Services

Information and Business Solutions Unit

ICT Contract Administrator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36760)

Gazetted: 05 October 2018

Closing Date: 23 October 2018

Details: ACT Corrective Services (ACTCS) is offering an exciting opportunity for a highly experienced and enthusiastic person to fill the role of Information and Communication Technology (ICT) Contract Administrator, within Corporate Services. The successful applicant will provide administrative assistance and support in managing existing and new ICT contracts for various security systems at ACTCS. You will also have a demonstrated ability to build mutually beneficial relationships with key personnel from operational arms of the agency and various suppliers of systems. In addition, you will be able to demonstrate the ability to assist in development and management of complex contracts as per the ACT Procurement Act and Memorandum of Understandings (MoU) with other Australian jurisdiction. Further to this, you will critically analyse contract related information including supplier contract reporting (Service Level Agreements (SLAs) and Key Performance Indicators (KPIs)), and prepare, interpret, maintain, review and report on KPI's of various ICT contracts. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills, in addition to high level conceptual and analytical skills.

Eligibility/Other Requirements: Minimum five years ICT Contract Administration/management experience (preferably in security systems with managed service contract); tertiary qualifications in relevant field (e.g. Electrical/Electronic Engineering, Computer Science or Business) is highly desirable. Understanding of Corrective Services Custodial Operation is also highly desirable

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

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 Resume; 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: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@act.gov.au

Corporate

Governance and Business Improvement

Governance, Coordination and Reporting

Project Manager, Enterprise Risk Management

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41109)

Gazetted: 10 October 2018

Closing Date: 22 October 2018

Details: The Governance, Coordination and Reporting team within Justice and Community Safety (JACS) is seeking applications for the position of Senior Officer Grade C Project Manager, Enterprise Risk Management. The successful applicant, under the broad direction of the Senior Manager Governance, Coordination and Reporting, will be responsible for the procurement, design, customisation, testing and implementation of a Commercial Off The Shelf (COTS) Enterprise Risk Management System for the JACS Directorate. The Project Manager will also manage the internal and external stakeholder engagements, project management activities and reporting, and will assist with relevant policy changes.

Note: This is a temporary position available for up to six months with a possibility of extension. This position has been re-advertised and previous applicants need not apply.

How to Apply: Applicants are required to submit a supporting statement of no more than two pages outlining their ability, skills and experience against the Selection Criteria. Please also include details of at least two referees and a current Curriculum Vitae.

Contact Officer: Kirilee Crump (02) 6207 9033 kirilee.crump@act.gov.au

ACT Emergency Service Agency

ACT State Emergency Service

Manager, Youth Engagement

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41466)

Gazetted: 10 October 2018

Closing Date: 24 October 2018

Details: ACT State Emergency Service (ACTSES) is looking for a motivated and experienced person to fill the role of Manager, Youth Engagement. The successful applicant will have experience in engaging with young persons and in managing and leading youth engagement programs. The successful applicant will lead the development and implementation of the Youth Engagement Program for the ACTSES providing coordination to the staff and volunteers of the ACT Emergency Service Agency (ESA). This position will contribute significant support in the delivery and implementation of ACT ESA key objectives. The ESA is about improving community safety for Canberrans whilst the city expands and the population grows. The ACTSES role within the ESA is to undertake planning and response operations for storms and floods; support other agencies including ACT Fire and Rescue, the Ambulance Service, ACT Rural Fire Service and the ACT Police; providing a robust training regime for volunteers who assist the community and provide support for and to the ACT Community in preparation of natural hazards through education and engagement. The successful applicant will report directly to the ACTSES Chief Officer.

Eligibility/Other Requirements: Applicants may be required to undertake operational duties as directed and be available to undertake training in this area. The role will at times require after hours duties. 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.

Note: This is a temporary position available for a period of nine months with a possibility of extension of no more than twelve months. Suitability for this position will be assessed on your experience, knowledge and skills in relation to the duties/responsibilities listed in the Position Description. An order of merit may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

How to Apply: If you are interested in the role, please send through a two page pitch with your Curriculum Vitae and contact details of at least two referees to jobs@act.gov.au. Your two page written response should address the three questions contained in the Position Description for the role.

Contact Officer: Georgeina Whelan (02) 6207 8400 georgeina.whelan@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

Office of the Director-General

Executive Assistant to the Director-General

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32261)

Gazetted: 08 October 2018

Closing Date: 22 October 2018

Details: Transport Canberra and City Services is seeking an organised and professional person to perform the role of Executive Assistant to the Director-General. The successful applicant will have demonstrated experience in executive assistant and administrative duties, sound liaison and communication skills, the ability to manage time and resources to achieve specific objectives, determine priorities and meet deadlines with a minimum of supervision.

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

Contact Officer: Helen Willson (02) 6207 6254 helen.willson@act.gov.au

Roads and Public Transport

Transport Canberra

Public Transport Operations

Business Operations Coordinator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: A20198)

Gazetted: 04 October 2018

Closing Date: 11 October 2018

Details: Public Transport Operations (PTO) is responsible for the delivery of public bus services to the ACT community, and is particularly focused on customer service and sustainable transport outcomes, through high quality and safe bus operations. PTO employs over 800 staff and is responsible for significant capital assets through the bus fleet, depots and workshops. PTO manages a budget of about \$130 million each year and generates around \$18 million in fares revenue from over 18 million passenger boardings. The Business Operations Coordinator provides administrative support to the Belconnen Depot. Reporting to Senior Manager, Belconnen Depot, the position undertakes a range of administrative tasks to ensure depot business objectives are met in a timely manner whilst working closely with the Belconnen Depot Management team. This position is based at the Belconnen bus depot. An understanding of the requirements of working in an industrial organisation will be well regarded.

Contact Officer: Malcolm Howard (02) 6207 7640 malcolm.howard@act.gov.au

City Services

Capital Linen Service

Business Officer

Capital Linen Service Band 5 \$65,518 - \$72,388, Canberra (PN: 27371)

Gazetted: 04 October 2018

Closing Date: 18 October 2018

Details: Capital Linen Service are looking to fill a multi-faceted role which includes customer service and accounts. This person is responsible of Accounts Receivable (AR) and Accounts Payable (AP) functions as well as assisting the Business Manager in other finance or admin roles as required. The role does involve some public holiday work as we are open all year round. Capital Linen Service is a self funded business unit which supplies a linen service to hospitals, Aged Care and Hotels in the Canberra area. Our laundry is open from 6am-7pm six days per week and we deliver seven days per week. We are looking for someone with accounts/bookkeeping experience, preferably with Oracle, who is willing to learn and happy to work as part of a small close team where we believe the customer comes first and we go the extra mile both for our customers and our colleagues. This is a key role that requires reliability, flexibility and a positive and proactive attitude.

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

Contact Officer: Susan Wilkins (02) 6213 3274 susan.wilkins@act.gov.au

Transport Canberra

Operations

Contracts and Assets

Senior Manager, Contracts and Assets

Senior Officer Grade A \$137,415, Canberra (PN: 35988)

Gazetted: 08 October 2018

Closing Date: 22 October 2018

Details: Applications are sought for The Senior Manager, Contracts and Assets position with Transport Canberra Operations. The position is accountable for oversight of the administration of procurement activities and contracts across ACTION, including compliance and any variations and warranty issues. This includes, but is not limited to, fleet, fuel, tyres, lubricants, parts and bus advertising. In addition, they will be required to negotiate with stakeholders to ensure the administration of contracts are in line with the ACT Government's standards and requirements, including reliability and warranty. The Senior Manager, Contracts and Assets will manage key stakeholder relationships across the Territory, resolve issues and deliver quality outcomes consistent with the strategic direction of Transport Canberra.

Contact Officer: Judith Sturman (02) 6205 2639 judith.sturman@act.gov.au

Innovation and Customer Experience

Customer Experience

Manager, Customer Experience

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 07941)

Gazetted: 05 October 2018

Closing Date: 23 October 2018

Details: Transport Canberra and City Services (TCCS) is looking for an experienced professional to join the Customer Experience team and manage Customer Experience (CX) project development and delivery. The Manager, Customer Experience will lead a small team who are passionate about advocating for the voice of the customer and embedding a customer first focus across TCCS. The team gather, analyse and share customer insights, deliver business improvement projects and improve customer access to services across multiple channels. The successful candidate will be an excellent communicator with expertise in customer language, build strong business partnerships, have a track record of delivering CX projects and be experienced in using customer insights to inform business decisions.

How to Apply: Candidates are required to submit an application of no more than two pages, detailing their suitability for the role based on their skills and experience against the Selection Criteria. Please include a Curriculum Vitae and two referees.

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

Finance, Valuations and Systems

Financial Accounting

Senior Financial Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41559)

Gazetted: 10 October 2018

Closing Date: 26 October 2018

Details: The Suburban Land Agency is seeking applications from qualified financial professionals to join the Finance, Valuations and Systems team as the Senior Financial Accountant supporting the City Renewal Authority. The team provides financial support and strategic advice to the Board, Senior Executives and Management within the Authority. Reporting to the Senior Finance Manager, the Senior Financial Accountant's main responsibilities include the preparation of the internal and external budgeting and financial management, incorporating financial reporting, annual financial statements including notes and statement of performance, and development and implementation of financial policies.

Eligibility/ Other Requirements: Mandatory: Tertiary qualification in related field; completion or substantial progression towards full membership of CPA Australia or Chartered Accountants Australia and New Zealand.

Desirable: Advanced skills using financial management information systems, experience with Oracle and TM1 will be highly regarded.

Note: This is a temporary position available asap up to 12 months with the possibility of extension or permanency. Selection may be based on application only. An order of merit may be established to fill future vacancies at level over the next 12 months. The Suburban Land Agency 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.

Contact Officer: Lauren Callaghan (02) 6207 6872 lauren.callaghan@act.gov.au

Canberra Health Services

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

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

Canberra Hospital and Health Services

Women Youth and Children

Women and Babies

Obstetrics and Gynaecology

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 38025, several)

Gazetted: 11 October 2018

Closing Date: 25 October 2018

Details: Overview of the work area and position: These opportunities suit highly skilled clinicians with extensive experience in the practice of evidence based Obstetrics and Gynaecology. The successful candidates will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, residents, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, demonstrated high level communication and interpersonal skills and demonstrated experience conducting and leading research and audit in relevant areas of practice are essential criteria. The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient clinics and contribute to the teaching program of ANU Medical School. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for the FRANZCOG Training Program and subspecialty training in Maternal Fetal Medicine. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital, Randwick. It also provides an Adolescent Gynaecology service supported by a visiting specialist from Melbourne. The department has a well-supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. It is expected that the successful

candidate participates in the training of the RANZCOG trainees. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit. The new Centenary Hospital for Women and Children (CHWC) at the Canberra Hospital has been completed. The expanded facilities co-locates Maternity, Gynaecology, Neonatal, Paediatric and Adolescent services with enhanced models of care to meet the needs of the ACT and surrounding region. The successful candidate is expected to contribute to the existing services and also to contribute to service development in the department. ACT Health is developing the Specialty Services Plan, which is a strategic development of the services for the future. The services at CHWC are also expanding as part of the territory wide plan. As part of the expansion of services, special interests or subspecialty interests in the area maternal fetal medicine, labour ward management and emergency gynaecology will be advantageous. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or equivalent higher specialist qualifications. 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 & vaccination processes against specified infectious diseases.

Notes: There are 2 full time permanent positions and 1 part time permanent position at 20 hours per week.

Contact Officer: Elizabeth Chatham (02) 5124 7389

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Medicine

Medical

General Medicine

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 34212)

Gazetted: 11 October 2018

Closing Date: 25 October 2018

Details: Overview of the work area and position: The Department of General Medicine (GM) manages patients with multiple active co-morbidities or undifferentiated illness that requiring ongoing hospital care. Applicants should have had training and experience in General Medicine. Medical sub-specialty training is desirable. The successful applicant will work in a multidisciplinary clinical environment with a team of nursing and medical staff, including Advanced and Basic Physician Trainees in General Medicine. The successful applicant will be expected to take a role in teaching and assessment within the Australian National University (ANU) Medical School and will be involved in education and training of medical students and junior medical staff. Participation in the on-call and weekend arrangements for the General Medicine roster is expected. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$330,441.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Be registered under the Working for Vulnerable People Act. Fellowship of the Royal Australasian College of Physicians (FRACP) in General Medicine and/or medical sub-specialty or equivalent specialist qualifications. 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.

Notes: This is a part time temporary position at 24 hours per week available for 3 months with the possibility of extension.

Contact Officer: Dr Ashwin Swaminathan (02) 5124 5148.

Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Health Services Directorate
Deputy Director General-Clinical Services
Women, Youth and Children
Clinical Midwife Manager
Registered Midwife Level 3.2 \$114,377, Canberra (PN: 22174)

Gazetted: 11 October 2018

Closing Date: 25 October 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 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. Overview of the work area and position: The Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas providing specialised maternity care to high risk and vulnerable women and babies, along with maternity care for low risk well women and babies. The Maternity Outpatient Department includes the Antenatal and Gynaecology Clinic, Maternity Assessment Unit and Early Pregnancy Assessment Unit and Fetal Medicine Unit at the Centenary Hospital For Women and Children (CHWC) working collaboratively with the Multidisciplinary Team. Antenatal Care is provided through midwifery led care, shared care and specialist clinics.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Agency (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 four months with the possibility of extension.

Contact Officer: Penny Maher (02) 6174 7392 penny.maher@act.gov.au

Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
RACC Nursing
Geriatric Care Coordinator 11A/B
Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22231)

Gazetted: 11 October 2018

Closing Date: 25 October 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 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: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra 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. Geriatric acute and sub-acute services are provided in two units at Canberra Hospital by multi-disciplinary teams. Reporting to the ward CNCs the Geriatric Care Coordinator's primary role is to work with other health professionals to lead and coordinate safe, appropriate and timely discharge of patients. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Minimum of two years' experience in geriatric setting. 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.
Contact Officer: Merja Keski-Nummi (02) 6244 3035 merja.keski-nummi@act.gov.au

Canberra Hospital and Health Services

Pathology

Customer Services

Collections Manager

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 16196)

Gazetted: 11 October 2018

Closing Date: 25 October 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 in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both Canberra and Calvary Hospitals operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: Customer Services, ACT Pathology is responsible for the collection of pathology samples from patients within The Canberra, Calvary and University of Canberra Public Hospitals and outpatient collection centres. Under the broad direction of the Manager, Customer Services, this position will play a key role in providing leadership, support and advice in a management support role to ensure the effective and efficient collection of Pathology specimens for diagnostic processing in ACT Pathology's relevant laboratories. The Collections Manager will be responsible for coordination of staff levels in the seven (7) ACT Pathology collection centres and the four (4) hospital ward rounds. You will be involved with rostering, recruitment and management of training, competencies and evaluations of over 50 staff. Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Applied Science or Medical Laboratory Science; minimum five years' experience in Pathology and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).
Contact Officer: Tracey Farrar (02) 6244 2893 tracey.farrar@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Rehabilitation Allied Health
Occupational Therapist**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17527)

Gazetted: 11 October 2018

Closing Date: 25 October 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. 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, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. The Senior Occupational Therapist is an important leadership role within the Occupational Therapy Services Unit and is responsible for the coordination and provision of day-to-day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes. Specifically this position will provide a service to RADAR, Memory Assessment Service and acute aged care at The Canberra Hospital. Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants and students within the unit.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Occupational Therapy; registered (or eligible for registration) with the Occupational Therapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA); current driver's licence. Desirable: Previous experience working in the rehabilitation and aged-care sector 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 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: This is a temporary position available for a period of 15 months with the possibility of extension. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Jane Lawrence (02) 6207 0658 jane.lawrence@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Nursing Administration

Coordinator (Spiritual Support Services)

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 41467)

Gazetted: 11 October 2018

Closing Date: 25 October 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 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 Wardspersons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing and Midwifery Resource Office, Centralised Nursing and Midwifery Recruitment Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services); Pharmacy. Spiritual Support Services are primarily responsible for: Delivery of Spiritual/Pastoral Care to patients, their families and also staff of the Canberra Hospital and Health Services (CHHS). Delivery and coordination of religious services including sacraments, rituals, prayers and multi-faith responses to patients and staff. Maintenance and organisation of sacred spaces in the CHHS, such as the multi-faith room, for the purposes of reflection, prayer and rituals for people of all faiths. The Coordinator of Spiritual Support at the Canberra Hospital and Health Services will be responsible for primarily the University of Canberra Hospital Campus; inclusive of: Delivery of Spiritual Support Services throughout the CHHS in accordance with the Model of Care under the direction of the Manager of Spiritual Support Services; recruiting and maintaining volunteer pastoral carers; promotion and education of the service to all clinical staff and establish clear referral procedures; coordination with members of churches and faith groups to establish the delivery of religious practices and rituals to patients and staff within CHHS; maintain the multi-faith room so that it can be used at any time by any member of the public for prayer and reflection.

Eligibility/Other Requirements: Mandatory: Tertiary level studies in a relevant field such as Counselling, Pastoral Theology, Psychology, Social or Behavioural Sciences or working towards such qualifications; minimum requirement of 400 hours of clinical supervision in the field of pastoral care, spiritual care, counselling or equivalent; demonstrated recent pastoral/spiritual care experience in a clinical health setting. 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*.

Notes: This is a permanent part-time permanent position available at 18:00 hours per week and the full-time salary noted above will be paid pro-rata which may include on-call as required.

Contact Officer: Neale Roberts (02) 6244 3743 neale.roberts@act.gov.au

Health Services Directorate

Mental Health Justice Health Alcohol and Drug Services

Adult Mental Health Day Service

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 33950)

Gazetted: 11 October 2018

Closing Date: 25 October 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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for people. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' home. Mental Health, Justice Health and Alcohol and Drug Services include the following programs: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice

Health Services; Rehabilitation and Speciality Services Overview of the work area and position: The Adult Mental Health Day Service (AMHDS) offers a range of therapeutic programs within a community environment to support recovery. The AMHDS offer a multidisciplinary approach to the bio-psychosocial assessment and treatment of people with moderate to severe mental illness in a supportive and recovery oriented environment. The primary goal of the service is to optimise symptom relief, build capacity for self-management as well as developing resilience and skills/resources for living in the community. The AMHDS complement existing services and enhance available options for intensive treatment, therapy and rehabilitation available through community mental health teams, inpatient units, and the adult mental health rehabilitation unit at The Canberra Hospital.

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: Experience, paid or voluntary, working in a mental health care setting, Tertiary qualifications or equivalent in Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Susan Jacques (02) 6205 2187 susan.jacques@act.gov.au

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

Physiotherapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 28864)

Gazetted: 11 October 2018

Closing Date: 25 October 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: Community Care Physiotherapy services are offered from community health centres and in patient homes across the ACT. The service offers assessment and interventions relating to musculoskeletal pain, acute soft tissue injury, post treatment fractures, dislocations and post orthopaedic surgery. A limited home visiting domiciliary service is available for patients who are physically/ medically home bound. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Mandatory: Degree in Physiotherapy, or recognized equivalent; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; 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).

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

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

**Canberra Hospital and Health Services
Mental Health, Justice Health and Alcohol and Drug Services
Rehabilitation and Speciality Mental Health**

Personal Care Assistant

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 40885)

Gazetted: 11 October 2018

Closing Date: 25 October 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. 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 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 Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service. The Assessment Team is responsible for the management of referrals; providing initial assessments, identification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. The Allied Health Assistant Level 3 works across all sub-teams but is primarily based within the Intensive Treatment Service. At this level, the Allied Health Assistant Level 3 works under minimal or remote supervision of an allied health professional on the team and is able to organise their own workload and set priorities. As a Level 3, the Allied Health Assistant will have advanced skills and knowledge and be expected to identify client circumstances that require additional input from an allied health professional, including suggesting appropriate interventions. The Allied Health Assistant Level 3 will provide assessment and interventions with a focus on supporting the person to maintain or regain functional capacity across a range of Activities of Daily Living related to the person's mental illness. The Allied Health Assistant 3 will also work closely with a senior Allied Health Professional to provide practical support to people registered with the service who have Hoarding Disorder or hoarding behaviours and those that live in domestic squalor.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance or recognized equivalent; current driver's licence. Desirable: Experience working with people with a mental illness or disorder in a community setting. 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).

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

Canberra Hospital and Health Services

Medicine

Renal

Enrolled Nurse

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 20715)

Gazetted: 11 October 2018

Closing Date: 25 October 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. Overview of the work area and position: Renal Outpatients is a busy outpatient department located in Building 15 at the Canberra Hospital and is seeking an enthusiastic and energetic Enrolled Nurse to temporarily backfill a position for 4 days a week. There will be opportunities to gain valuable knowledge and skill in renal nursing and work as part of a cohesive and multidisciplinary team. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Renal Outpatients enrolled nurse is based at the Canberra Hospital and reports to the Clinical Nurse Consultant of Renal Outpatients. Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Notes: This is a temporary part-time position available for a period of six months with the possibility of extension available at 32 hours per week and the full-time salary noted above will be paid pro-rata Contact Officer: Alison Winsbury (02) 6244 3062 alison.winsbury@act.gov.au

Corporate

Business Support

Security and Emergency Preparation

Client Services Officer

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: C00023)

Gazetted: 11 October 2018

Closing Date: 25 October 2018

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Business Support Services Branch. Business Support Services is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. Business Support Services provides a wide range of essential non-clinical operational services including, Strategic Accommodation, security services, sterilising services, Procurement, food services, fleet services, Administrative records management, switch board, mail services and the delivery of volunteer programs. In addition, there a number of compliance related activities that are embedded within the Branch. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. Under general direction of the relevant business unit Manager/Supervisor, the Client Services Officer provides exceptional customer service, incorporating our core values, Care, Collaboration, Excellent and Integrity, for Client Services business units.

Eligibility/Other Requirements: Mandatory: Experience in a health care setting; previous experience as part of a team in a high demand environment and possessing a positive approach to work. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: The Client Service Officer is required to work shift work as some business units operate 7 days a week with rotating shifts, including weekend work, based at various locations.

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

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

Assistant in Nursing \$48,888 - \$50,543, Canberra (PN: 32429)

Gazetted: 11 October 2018

Closing Date: 25 October 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: 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, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, Independent Living Centre in Weston as well home based care settings, when appropriate. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity.

Eligibility/Other Requirements: Mandatory: Certificate III in Health Services Assistance or recognized equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing); be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Recent experience in the care of ventilated patients. 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).

Note: This is a permanent part-time position available at 16:00 hours per week and the full-time salary noted above will be paid pro-rata.

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

ACT 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>

Innovation

Research

Research Office

Ethics and Governance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18389)

Gazetted: 11 October 2018

Closing Date: 25 October 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 a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Office of Research leads strategic development and management of ACT Health's research, collaborating with clinical areas and academic institutions in the conduct and translation of research into practice. Our vision is to have a world-class sustainable teaching and learning organisation that delivers cutting edge healthcare informed by research that maximises health outcomes for patients and communities. With Academic Partners, underlying the direction are five key initiatives; effective translation from fundamental science to the clinic; grow, support and maintain the next generation of health and medical researchers; innovation and improvement of the health system through high quality health service and clinical research; growing and unlocking the health opportunities with data science and improve the investment opportunities for ACT Health innovations. Overview of the work area and position: In addition to the Executive, the Office of Research has four units: Clinical Trials Management; Research Ethics and Governance; Epidemiology, Biostatistics and Data Science; and Pre-Clinical Research Services and Education Management. The Research Ethics and Governance Office (REGO) is responsible for research governance processes and management of the ACT Health Human Research Ethics Committee (HREC) and its sub-committees. The Ethics and Governance Officer reports to the Unit Head – Research Ethics and Governance. Under the general direction of the Head of REGO, the primary role of the Ethics and Governance Officer is to support the management and administration of the REGO's research support responsibilities, including the review of applications for ethics and site governance approval. This position is a key role within the Research Ethics and Governance Office.

Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in relevant field; previous experience in a high-level administrative role. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: August Marchesi (02) 6174 7968 august.marchesi@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Lydia Joyce Licia Bartulovich 858-59198, Section 68(1), 5 October 2018

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

Georgette De Guzman 853-80697, Section 68(1), 5 October 2018

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

Monuia Malele 858-59163, Section 68(1), 5 October 2018

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

Claudia Ilona Radvanyi 858-58320, Section 68(1), 11 October 2018

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

Keane Thomas Ryan 858-58195, Section 68(1), 9 October 2018

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

Joseph Taula 858-59032, Section 68(1), 8 October 2018

Community Services

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

Darren Harvey 781-13478, Section 68(1), 2 October 2018

Education

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

Charmaine Whyte 858-51321, Section 68(1), 20 October 2018

Environment, Planning and Sustainable Development

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

David John Alexander 853-74676, Section 68(1), 28 September 2018

Health

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

Dasom Kwon 848-83911, Section 68(1), 4 October 2018

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

Gabriella Macor 848-84842, Section 68(1), 1 October 2018

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

Brooke Mitchell 848-84949, Section 68(1), 8 October 2018

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

Britt Shephard 845-03405, Section 68(1), 1 October 2018

Justice and Community Safety

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

Rebecca Piesse 853-74166, Section 68(1), 9 October 2018

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

Steven Poynter: 85853255, Section 68(1), 10 October 2018

Canberra Health Services

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

Maira Begg 857-42088, Section 68(1), 9 October 2018

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

Maria Dmello 848-20777, Section 68(1), 9 October 2018

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

Gigimol Joseph 845-20651, Section 68(1), 18 October 2018

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

Rowhen Roque 856-73211, Section 68(1), 4 October 2018

Staff Specialist Band 1-5, \$137,660-\$169,877

Melinda Ford: 829-56128, Section 68(1), 27 February 2012

TRANSFERS

Justice and Community Safety

Sean Costello: 782-71345

From: Senior Officer Grade A \$137,415

Justice and Community Safety

To: Senior Officer Grade A \$137,415

Justice and Community Safety, Canberra (PN. 16323) (Gazetted 9 August 2018)

Transport Canberra and City Services

Chloe Anderson-Clift: 827-47609

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 19512) (Gazetted 22 August 2018)

Canberra Health Services

Derralee McCleane: 827-82252

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 39920) (Gazetted 2 August 2018)

Karla Tremethick: 839-25331

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 28589) (Gazetted 9 August 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services

Finance and Payroll

Finance Reporting

Kenyansa Omari: 785-57060

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 06950) (Gazetted 29 August 2018)

Community Services

Housing ACT

Business and Capital

Andrew Quilkey: 827-26584

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

Community Services

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

Community Services, Canberra (PN. 09071) (Gazetted 31 October 2018)

Education

School Performance and Improvement

Learning and Teaching

Pedagogy

Michele Anne Foley: 798-38251

From: \$64,411 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 02588) (Gazetted 7 September 2017)

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

Canberra Health Services

Canberra Hospital and Health Services

Bijaya Acharya: 853-42236

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41007) (Gazetted 19 July 2018)

Canberra Hospital and Health Services

Winelda Estrada: 853-61525

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41014) (Gazetted 19 July 2018)

Canberra Hospital and Health Services

Tony George: 834-45055

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 37271) (Gazetted 19 July 2018)

Canberra Hospital and Health Services

Surgery and Oral Health

Georgia Gotts: 827-25194

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22264) (Gazetted 2 August 2018)

Canberra Hospital and Health Services

Maria Ortiz: 853-41946

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 41015) (Gazetted 19 July 2018)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug

Russell Robson: 845-19634

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

Canberra Health Services

To: †Registered Nurse Level 4.1 \$114,377

Canberra Health Services, Canberra (PN. 10736) (Gazetted 9 August 2018)

Canberra Hospital and Health Services

Saira Roy: 845-02162

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 37504) (Gazetted 19 July 2018)

Canberra Hospital and Health Services

Medicine

Ethan Sharp: 845-02752

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 15002) (Gazetted 2 August 2018)

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Stefanie Thomas: 845-22032

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 22768) (Gazetted 2 August 2018)

Canberra Hospital and Health Services

Tedy Thomas: 834-45012

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 37503) (Gazetted 19 July 2018)

Canberra Hospital and Health Services

Shannon Trow Spiers: 838-54035

From: Health Service Officer Level 3 \$48,385 - \$49,958

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 19970) (Gazetted 1 January 2018)