



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 30 June 2016**

**EXECUTIVE NOTICES**

**Chief Minister, Treasury and Economic Development**

**Engagement**

Andrew Whale – Director, Partnership Services (E498) Section 72 of the Public Sector Management Act 1994

Joshua Rynehart – Director, Access Canberra (E141) Section 72 of the Public Sector Management Act 1994

Leesha Pitt – Director, Access Canberra (E218) Section 72 of the Public Sector Management Act 1994

**Community Services**

**Engagement**

Melanie Saballa – Director, Child Development and Family Support (E853) Section 72 of the Public Sector Management Act 1994

Richard Baumgart – Director, Quality, Complaints and Regulation (E855) Section 72 of the Public Sector Management Act 1994

**Education**

**Variation – Assignment**

Rodney Bray – Director (E520) Section 80A(1)(b) of the Public Sector Management Act 1994

**Variation – Transfer**

Natalie Howson – Director-General (E909) Section 80A(1)(a) of the Public Sector Management Act 1994

**Justice and Community Safety**

**Engagement**

Jonathan Quiggin – Chief Officer, ACT Ambulance Service (E349) Section 72 of the Public Sector Management Act 1994

**Territory and Municipal Services**

**Engagement**

Fleur Flanery – Director, City Presentation (E611) Section 72 of the Public Sector Management Act 1994

## **VACANCIES**

### **Canberra Institute of Technology**

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

#### **Trade Skills and Vocational Learning**

##### **Electrical Trades**

##### **Electrical Trades Teacher**

**Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 32269)**

Gazetted: 30 June 2016

Closing Date: 14 July 2016

Details: Under general direction from the Head of Department, a Teacher Level 1 will perform professional educational, administrative and training duties such as: Teaching delivery across all Units of Competency within the Certificate III Electo Technology Electrician Trade and Certificate III in Air-conditioning and Refrigeration as prescribed in the relevant enterprise agreement. Use flexible, innovative and blended learning tools to deliver educational programs that provide opportunities to achieve required outcomes. Develop and apply valid theory, learning resources and practical assessment tools in a range of training environments to meet the changing needs of various clients and commercial groups and administration duties, as required by the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of a Registered Training Organisation are met. Obligations include training plan negotiations, enrolments, delivery, assessment and reporting progress to employers and funding agencies. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: New Teachers at Teacher Level 1.1 to Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or equivalent) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience: All teachers at Teacher Level 1 or 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. Other: Certificate III in Electro Technology Electrician (or equivalent) Certificate III in Air Conditioning and Refrigeration (or equivalent) Possess or able to obtain – ARctick – Refrigerant handling licence Possess or able to obtain – Full or Restricted (Disconnect Re-connect) electrical licence.

Note: This position is for temporary filling for a period of two years with the possibility of extension.

Contact Officer: Josephine Whitfield (02) 6207 3218 [josephine.whitfield@cit.edu.au](mailto:josephine.whitfield@cit.edu.au)

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

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

#### **Shared Services**

##### **Partnership Services**

##### **Service Centre Senior Manager**

**Senior Officer Grade A \$133,383, Canberra (PN: 08251)**

Gazetted: 06 July 2016

Closing Date: 20 July 2016

Details: Shared Services is seeking a Senior Manager experienced in customer service and high level team management to lead and drive customer service to all users of all services provided by Shared Services. The role manages our Service Desk, Recruitment, HR Support and Customer Service teams.

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

## **Procurement and Capital Works**

### **Goods and Services**

#### **Strategic Procurement and Contract Manager**

**Senior Officer Grade A \$133,383, Canberra (PN: 01923, several)**

Gazetted: 30 June 2016

Closing Date: 18 July 2016

Details: Key positions are available for talented individuals to lead the development and enhancement of strategic procurement and contract management in Government: Position 1 - ICT Procurement Lead; Position 2 - Performance Base Contract Lead; Position 3 - General Procurement Lead; Position 4 - Procurement Business Lead. Procurement is undergoing dramatic change around the country so that it can contribute to the efficiency of organisations by harnessing purchasing power to deliver savings and strategic improvements to the acquisition of goods and services. Goods and Services Branch (G&S) within Procurement and Capital Works (PCW) provides centre-led procurement advice and support services to ACT Government agencies, with a particular focus on strategic/complex high value, high risk procurements. The range of goods and services procurements G&S administers is diverse, with many having a touch on different aspects of our local Canberra community - such as events (e.g. Floriade, National Multicultural Festival, Summernats), schools, hospital services and medical equipment, ICT software / hardware, professional services, sporting fields. G&S establishes and manages the Territory's whole-of-government contracts, and also performs an ongoing business support function (e.g. procurement policy development, systems development and maintenance, procurement planning). As well as delivering business as usual procurement activities, G&S is administering a major Government initiative which is focused on reforming the Territory's goods and services procurement policies and processes, and optimising value for money arrangements (including delivering savings). G&S is looking to fill four positions to form a management group: ICT Procurement Lead; Performance Based Contract Lead; General Procurement Lead; and Procurement Business Lead. Each Lead will manage a discreet team. You will have strong track record and senior management experience in strategic procurement (i.e. general and/or ICT specific); performance based contract management; and/or business development (i.e. policy/data analytics/system development/maintenance). The ideal candidate(s) will be able to point to a past that is characterised by: the achievement of results through communication and influence rather than direction; the ability to develop sharply focused solutions; an inclusive management and leadership style; a desire to provide first class client service; sound judgement and a keen business/commercial nous; and enthusiasm, energy and resilience. You will demonstrate integrity, tact, professionalism, sound judgement, self-reliance, diligence, ability to work under pressure, and the ability to deliver projects on time. For more information, refer to the position description.

Notes: These are temporary positions with the possibility of permanency from this process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: David Purser 0407 664 681 [david.purser@act.gov.au](mailto:david.purser@act.gov.au)

## **Workplace Safety and Industrial Relations**

### **Workplace Injury Performance**

#### **Senior Strategic Performance Analyst**

**Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 34745)**

Gazetted: 05 July 2016

Closing Date: 21 July 2016

Details: The Workplace Safety and Industrial Relations Division is seeking an experienced ICT Information Management professional to drive evidence-based decision making on work safety and injury management. The successful applicant will be responsible for using contemporary reporting tools to design reports for assessing and monitoring workers' compensation scheme performance; to contribute to ongoing scheme design; and to deliver

innovative and accessible safety and injury management performance reports for internal and external stakeholders. Ideally the successful applicant will have experience in analysing workers' compensation data. Eligibility/Other Requirements: Whilst not mandatory, the following knowledge/experience/qualifications would be highly regarded: Recent experience working in data analysis in Australian workers' compensation systems, including knowledge of the National Data Set and the National Insurers Data Specification; Tertiary qualifications and/or equivalent relevant experience in Business Analysis, Statistics, Personal Injury Management and/or related disciplines; and/or Experience working with SQL server, SSRS and QlikView.

Note: This is a temporary position available for 12 months with the possibility of permanency from this process.

Contact Officer: Kate O'Sullivan (02) 6207 8794 kate.o'sullivan@act.gov.au

**Office of the Director-General/Chief Executive Officer  
Ministerial Cabinet and Policy Coordination**

**LDA Board Secretariat**

**Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 34259)**

Gazetted: 06 July 2016

Closing Date: 20 July 2016

Details: The Economic Development Portfolio is seeking an experienced and highly motivated officer to join the Office of the Director-General/CEO as Secretary to the Land Development Agency Board. The successful candidate will be required to provide high-level secretariat support to the Board and its subcommittees. This challenging role will also be responsible for undertaking analysis of relevant Government policies, project briefs and policy positions.

Note: This is a temporary position available for a period of up to six months.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Chris Wilson (02) 6205 2697 chris.wilson@act.gov.au

**Workforce Capability and Governance**

**Public Sector Management**

**Professional Standards Unit**

**Senior Investigator**

**Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 08515)**

Gazetted: 05 July 2016

Closing Date: 19 July 2016

Details: The successful applicant will be required to undertake sensitive and complex administrative/workplace investigations in accordance with relevant administrative law principles, legislative employment and industrial frameworks. Applicants must have highly developed analytical and research skills, attention to detail and the capacity to apply these skills in the investigative context. The role requires exceptional written and oral communication skills; proven ability to prepare logical, well written and thorough statements and reports; and the ability to work as part of a small team under limited supervision. The successful applicant must be able to display excellent judgement, decision making and problem solving skills. Senior Investigators may be responsible for the supervision of one or more Investigators and will be required to partner, train and monitor new and/or junior Investigators.

Eligibility/Other Requirements: Relevant qualification such as, Certificate IV in Government Investigations are required or obtained within six months of employment. A criminal history record check will be conducted prior to employment. Education and professional qualification checks may be undertaken prior to employment alongside referee checks.

Contact Officer: Cheryl Condon (02) 6205 4699 cheryl.condon@act.gov.au

**Access Canberra**

**Community, Business and Transport Regulation**

**Advice Investigations and Enforcement**

**Senior Investigator**

**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 13935)**

Gazetted: 04 July 2016

Closing Date: 11 July 2016

Details: Supervise staff as required and provide training where necessary. Issue and monitor work flows and report on activities and outcomes; Provide assistance to less senior officers in relation to less complex matters; Assist the Manager of the Unit to achieve outcomes through leading designated programs and maintaining the ACT's statutory obligations under fair trading legislation; Represent the Office at meetings, seminars, working parties and conferences relating to the unit's functions; Ability to undertake shift work as required or as directed; Conduct the more complex investigations and oversee the preparation of briefs of evidence for court. Appear in court as necessary; Where required, conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office; Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available until 9 September 2016. This position is only open to current ACT Government employees.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Wendy Harrison (02) 6205 0894 wendy.harrison@act.gov.au

**Enterprise Canberra**

**Innovate Canberra**

**Skills Canberra/Analytics and Policy Services Unit**

**Analyst**

**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 31373)**

Gazetted: 05 July 2016

Closing Date: 17 July 2016

Details: Skills Canberra is seeking an Analyst to provide high level support and advice to staff on complex data issues, proposals and concepts. The successful applicant will be able to collect and analyse Vocational Education and Training (VET) data to inform evidenced based recommendations. Proven experience in statistical modelling is also essential to the development and maintenance of a number of data based models within the branch. The successful applicant will work in a dynamic team and will contribute frequently to project based work which may have tight deadlines. The successful applicant will work alongside another analyst and report to a statistical analyst.

Eligibility/Other Requirements: Strong knowledge in Microsoft Excel and relevant tertiary qualifications in Economics, Actuarial Studies, Statistics or related disciplines are highly desirable.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension. This position is being readvertised previous applicants should re-apply if they wish to be considered for this position.

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

**Shared Services**

**Shared Services ICT**

**Business Application Management**

**Projects Administration Officer**

**Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 16302)**

Gazetted: 05 July 2016

Closing Date: 12 July 2016

Details: This role provides effective administrative and secretariat services to support the business operations of the Health ICT and ACT Health Projects Teams and the projects they manage. Tasks include: assisting with HR processes; the tracking, monitoring, compilation and dissemination of correspondence; managing refresh of shared assets; office manager duties and assistance with financial reporting.

Note: This is a temporary position available until 30 June 2017 with the possibility of extension and/or permanency from this process. Selection may be based on application and referee reports only.

Contact Officer: Mick Hassan (02) 6205 0208 mick.hassan@act.gov.au

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

**Access Canberra**

**Workforce Development**

**Administration Officer**

**Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 14707)**

Gazetted: 06 July 2016

Closing Date: 13 July 2016

Details: Under the limited direction and supervision from Director, Workforce Development: Work across Access Canberra to support delivery of the in-house workforce development and opportunity program; Provide exceptional customer experience; Provide high level administration and executive support; Manage all arrangements for the delivery of training and workshops (including staff enrolment, consolidation of workshop outcomes, as well as less complex duties including preparing and packing-up training rooms); Undertake general research around current and future program content and modern training and communication techniques; Maintain records in accordance with the *Territory Records Act 2002*; Other duties as directed. This position does not currently involve direct supervision of personnel.

Eligibility/Other Requirements: Current drivers licence essential. The successful occupant will be agile, flexible and responsive, they will be solution focussed and willing to chip in and embrace new ideas and ways of working. The position is not at a fixed location and involves travel across numerous locations as well as activity based work arrangements (hot-desking).

Note: This is a temporary position available for a period of up to six months. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Amanda Sibree (02) 6205 0333 amanda.sibree@act.gov.au

**Corporate**

**Corporate People and Capability**

**Organisational Culture and Capability**

**Human Resource Officer**

**Administrative Services Officer Class 3/4 \$58,278 - \$70,057, Canberra (PN: 34727)**

Gazetted: 05 July 2016

Closing Date: 19 July 2016

Details: Chief Minister, Treasury and Economic Development (CMTED) is seeking a motivated and dynamic individual to join the Corporate People and Capability Branch as a Human Resource (HR) Officer. The position involves undertaking projects associated with the implementation of the Directorate's Diversity Strategy and supporting the team in delivering strategic HR services in areas of change management, HR reporting, employment programs, recruitment, and learning and development. The successful applicant will be a confident communicator with the ability to coordinate multiple tasks whilst maintaining high levels of attention to detail. They will enjoy working in a dynamic and complex environment.

Note: This position will be filled at either the Administrative Services Officer Class 3 or Administrative Services Officer Class 4 level based on the capabilities of the successful applicant.

Contact Officer: Judy Tahapehi (02) 6205 3444 judy.tahapehi@act.gov.au

**Community Services**

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

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

**Director-General**

**Executive Level 3.10 \$369,453 - \$386,299 depending on current superannuation arrangements, Canberra (PN: E911)**

Gazetted: 01 July 2016

Closing Date: 8 July 2016

Details: The ACT is seeking candidates for the Director-General, Community Services Directorate (CSD) role, a role which makes a significant contribution to the future direction and effectiveness of community and family services in the ACT.

The CSD provides an integrated approach to developing policy and delivering human services, with a commitment to value and building cultural and social capital in the ACT, and to support and engage people who are the most marginalised and vulnerable in our community.

The Director-General will have exceptional leadership, communication and organisational skills, and a comprehensive understanding of the community services sector. As the most senior leadership role in the Directorate, you will liaise and collaborate closely with the Minister's offices, the Head of Service, other Directors-General, Commonwealth and ACT Government and non-government stakeholders.

Remuneration: The position attracts a remuneration package ranging from \$369,453 - \$386,299, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$306,292.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: To obtain position documentation or to apply, please email [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com) quoting reference number J15264. If further information is required after reviewing documentation, please contact David Spencer at NGS Global on 1300 138 863 or +61 3 8626 0600 by 8 July 2016.

Contact Officer: NGS Global 1300 138 863 or +61 3 8626 0600 [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com)

#### **Deputy Director-General**

**Executive Level 3.7 \$319,597 - \$333,962 depending on current superannuation arrangements, Canberra (PN: E601)**

Gazetted: 01 July 2016

Closing Date: 8 July 2016

Details: The ACT is seeking candidates for the Deputy Director-General, Community Services Directorate (CSD) role, a role which makes a significant contribution to the future direction and effectiveness of community and family services in the ACT.

The CSD provides an integrated approach to developing policy and delivering human services, with a commitment to value and building cultural and social capital in the ACT, and to support and engage people who are the most marginalised and vulnerable in our community.

The Deputy Director-General will have exceptional leadership, communication and organisational skills, and a comprehensive understanding of the community services sector. As one of the most senior leadership roles in the Directorate, you will liaise and collaborate closely with the Minister's offices, the Head of Service, Directors-General of other Directorates, Commonwealth and ACT Government and non-government stakeholders.

Remuneration: The position attracts a remuneration package ranging from \$319,597 - \$333,962 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$261,174.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: To obtain position documentation or to apply, please email [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com) quoting reference number J15265. If further information is required after reviewing documentation, please contact David Spencer at NGS Global on 1300 138 863 or +61 3 8626 0600 by 8 July 2016.

Contact Officer: NGS Global 1300 138 863 or +61 3 8626 0600 [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com)

#### **Office for Children, Youth and Family Support Director, Change Management Reform (CYPS)**

**Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E780)**

Gazetted: 06 July 2016

Closing Date: 13 July 2016

Details: The Director, will be responsible for leading the A Step Up for Our Kids reform through to its final implementation and consolidation phase including finalising outstanding procurement processes, evaluation and



outcome frameworks. The occupant will have proven ability to lead change management in a human services organisation including setting an agenda and inspiring others. The Director will have demonstrated experience in community engagement and the development of strategic stakeholder partnerships. Experience in leadership in a statutory environment will be highly valued.

Remuneration: The position attracts a remuneration package ranging from \$224,134 - \$233,847, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$176,592.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Mark Collis (02) 6205 1938 mark.collis@act.gov.au

## **Housing and Community Services**

### **Policy and Participation**

#### **Assistant Manager**

#### **Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 10060)**

Gazetted: 01 July 2016

Closing Date: 8 July 2016

Details: Housing ACT is seeking two experienced policy officers to support the work of the Policy and Participation Team and support the achievement of its responsibilities. There is one position in the Strategic Policy team which looks at national and international trends in public housing and a second position in the Operational Policy team which focuses on Housing ACT's operational policies and practices and works closely with other HACS business areas. The successful applicants will be responsible for policy development, providing policy and program advice, preparation of briefings, policy papers and submissions. They will undertake research and analysis in relation to housing assistance policies and programs and will contribute to the development of new policies and programs to improve the operational efficiency and effectiveness of existing services and the development of new strategies to address housing affordability in the ACT. The positions each have supervisory responsibilities and lead small teams. The positions are responsible to the Senior Manager, Policy and Participation.

Eligibility/Other Requirements: An understanding and knowledge of Housing and Community Services and its role, functions and services, or the ability to quickly acquire this knowledge.

Note: CSD employees who have been declared excess, potentially excess, are unattached or on a graduated return to work, may be given preference for all temporary positions. Staff who are in one of these categories, should advise of this when submitting their application for the advertised position.

Contact Officer: John Shevlin (02) 6205 0565 john.shevlin@act.gov.au

## **Service Strategy and Community Building**

### **Organisational Governance**

#### **Organisational Accountability Officer**

#### **Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 09300)**

Gazetted: 06 July 2016

Closing Date: 13 July 2016

Details: Organisational Governance is seeking a high functioning Administrative Services Officer Class 6 Organisational Accountability Officer. The position sits in Organisational Governance and is primarily involved in key management functions including planning, controlling, monitoring and delivery of government support documentation for the Community Services Directorate Executive and our Ministers. This includes the requirement to collate and coordinate a diverse range of high level information and documentation across the nine portfolio areas to ensure coherent delivery of responses to our Executive. The Officer has significant contact with directorate officers, Executive and the Ministers' Offices requiring a high degree of sensitivity, as well as a highly responsive approach in responding to tight deadlines.

Eligibility/Other Requirements: Experience with Freedom of Information.

Note: This is a temporary position available for a period of 12 months from commencement.

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

## **Housing and Community Services**

### **Business Development**

#### **Policy and Participation**

### **Senior Policy Officer**

#### **Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 11230, several)**

Gazetted: 06 July 2016

Closing Date: 13 July 2016

Details: Housing ACT is seeking an experienced policy officer to support the work of the Policy and Participation Team and support the achievement of its responsibilities. There is one, potentially two positions to be filled. There is one position in the Strategic Policy team which looks at national and international trends in public housing and, potentially, a second position in the Operational Policy team which focuses on Housing ACT's operational policies and practices and works closely with other HACS business areas. The successful applicant will be responsible for policy development, providing policy and program advice, preparation of briefings, policy papers and submissions. The successful applicant will undertake research and analysis in relation to housing assistance policies and programs and will contribute to the development of new policies and programs to improve the operational efficiency and effectiveness of existing services and the development of new strategies to address housing affordability in the ACT. They will provide support for the preparation of briefing material for inter-governmental meetings and provide secretariat and coordination support for Housing ACT's Joint Champions Group (a group of interested public housing tenants) which is an important mechanism for consulting with public housing tenants. Eligibility/Other Requirements: An understanding and knowledge of Housing ACT and Community Services and its role, functions and services, or the ability to quickly acquire this knowledge.

Contact Officer: John Shevlin (02) 6205 0565 john.shevlin@act.gov.au

### **Cultural Facilities Corporation**

#### **Canberra Museum and Gallery**

##### **Marketing**

##### **Marketing and Design Assistant**

#### **Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 8520)**

Gazetted: 06 July 2016

Closing Date: 13 July 2016

Under the direction of the Marketing Manager the position provides marketing and communication services for ACT Museums and Galleries. Applicants must have proven experience in producing highly creative design solutions across a broad range. This is a part time position @ 3 days per week. Salary is pro rata of the advertised salary.

Applicants must submit a written statement addressing the selection criteria. This is a 12 month contract with the possibility of an extension Eligibility/Other Requirements: Qualifications in Marketing and/or Graphic Design.

Note: Interviews may not be conducted for this position, recruitment may be based on applications and referee reports only. Contact Officer: Paul Webb (02) 6207 2131 paul.webb@act.gov.au Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

### **Education**

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

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

#### **Organisational Integrity**

##### **Planning and Analytics**

##### **Planning and Reporting**

##### **Manager or Senior Manager**

#### **Senior Officer Grade A \$133,383, Canberra (PN: 09420)**

Gazetted: 01 July 2016

Closing Date: 8 July 2016

Details: An opportunity exists for a short to medium term position within the Education Directorate for a position at Senior Manager level within the Planning and Analytics Branch (P&A). P&A is responsible for much of the

Education Directorate's data relating to education in the ACT, including on educational performance of Canberra schools. The Branch works with Directorate officials in the ACT, and with officials in other jurisdictions, as well as with the Australian Government. The Branch also provides direction in the development of corporate strategic plans and associated governance and planning processes. P&A has a substantial role in providing demographic planning advice to support decisions on infrastructure requirements. The branch is also responsible for co-ordinating research. The Senior Manager, Planning, sets the strategic direction of the section and provides leadership on educational and organisational issues. The officer has a substantial role in the development of corporate strategic plans and associated planning processes. In addition the Senior Manager provides advice on school infrastructure issues and on infrastructure developments impacting on schools, and manage the setting of Priority Enrolment Areas for school enrolments. The Senior Manager prepares complex and/or sensitive written materials and manages human and financial resources in accordance with ACT Government workforce management practices and policies.

Eligibility/Other Requirements: Applicants are expected to be able to demonstrate significant experience and proficiency in the management of statistical data and the tools used in data analysis.

Note: This is a temporary position available for a period of up to six months. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than one page outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer by COB 08 July 2016.

Contact Officer: Robert Gotts (02) 6207 6197 robert.gotts@act.gov.au

### **Organisational Integrity**

#### **Planning and Analytics**

#### **Systems**

#### **Manager**

#### **Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 09418)**

Gazetted: 01 July 2016

Closing Date: 8 July 2016

Details: Planning and Analytics Branch (P&A) is responsible for much of the Education Directorate's data relating to education in the ACT, including on educational performance of Canberra schools. The Branch works with Directorate officials in the ACT, and with officials in other jurisdictions, as well as with the Australian Government. The Branch also provides direction in the development of corporate strategic plans and associated governance and planning processes. P&A has a substantial role in providing demographic planning advice to support decisions on infrastructure requirements. The branch is also responsible for co-ordinating research. The Manager, Systems, provides leadership and sets the operational direction of the team in managing the collection, analysis and reporting of student enrolment and related participation data across the Directorate, including school census data. The manager provides advice to the Government and to senior officers of the Directorate on matters concerning student, school and system performance. The manager prepares complex and/or sensitive written materials and manages human and financial resources in accordance with ACT Government workforce management practices and policies.

Eligibility/Other Requirements: Applicants are expected to be able to demonstrate significant experience and proficiency in the management of statistical data and the tools used in data analysis.

Note: This is a temporary position available for a period of up to six months. Selection may be based on application and referee reports only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than one page outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent directly to the Contact Officer by COB 08 July 2016.

Contact Officer: Simon Tiller (02) 6205 93177 simon.tiller@act.gov.au

### **Office for Schools**

#### **North/Gungahlin Network**

#### **Gold Creek School**

**Staffing and Enrolment Registrar**

**Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 33302)**

Gazetted: 06 July 2016

Closing Date: 22 July 2016

Details: Gold Creek School is a P-10 school and is seeking applications from experienced Administrative Officers. The successful candidate will be working within a team and is expected to have knowledge in staffing and student enrolment area practices. This position will include; managing all enrolments for the school, managing all staffing requirements, work closely with the leadership and executive teams, have strong customer service and manage administrative staff. The occupant is expected to be proactive, exercise judgement and work with limited supervision. Applicants are strongly encouraged to contact the Business and Facilities Manager for further information regarding this position.

Note: The successful applicant may be selected from application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Kerry Lyttle (02) 6205 1740 [kerry.lyttle@ed.act.edu.au](mailto:kerry.lyttle@ed.act.edu.au)

**Education Strategy**

**Student Engagement**

**Aboriginal and Torres Strait Islander Education**

**Administrative Officer**

**Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 35388)**

Gazetted: 06 July 2016

Closing Date: 13 July 2016

Details: An opportunity exists to join a dynamic work environment and contribute to the operations of the Aboriginal and Torres Strait Islander Education Section. The successful applicant will be required to actively contribute to the delivery of programs and projects through the provision of high level administrative support to the section. Under general direction of the Manager, Aboriginal and Torres Strait Islander Education, the administrative officer will be responsible for and including: Effective records management in accordance with the Directorate's policies and procedures Preparing correspondence to and information for schools Supporting the organisation of Student Aspirations activities and other section programs and Liaising with external agencies and stakeholders including Aboriginal and Torres Strait Islander service providers.

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

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

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

Contact Officer: Rosa Cotta (02) 6205 9211 [rosa.cotta@act.gov.au](mailto:rosa.cotta@act.gov.au)

**Office for Schools**

**South and Weston Network**

**Melrose High School**

**Building Service Officer 3**

**General Service Officer Level 8 \$62,304 - \$65,835, Canberra (PN: 16330)**

Gazetted: 01 July 2016

Closing Date: 22 July 2016

Details: Melrose High School is seeking an energetic, organised and self-motivated person to undertake the duties of the Building Services Officer. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will manage the schools' maintenance programs and contractors, undertake regular inspections to determine priorities, perform or organise and oversee emergency repairs and support the school's sustainability initiatives. The successful applicant will assist with stock takes and receipt of stores and equipment.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Desirable: This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environment.

Note: This position is a permanent part-time position at 22:48 hours per week and may change to full-time hours of 38:00, pending position requirements. The successful applicant may be selected from written application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Fiona Dempsey (02) 6205 7586 [fiona.dempsey@ed.act.edu.au](mailto:fiona.dempsey@ed.act.edu.au)

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

### **Environment and Planning**

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

#### **Parks and Conservation Services**

##### **National Parks and Catchments**

##### **Tidbinbilla Nature Reserve**

##### **Visitor Experience Deputy Manager - Tidbinbilla**

##### **Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 37172)**

Gazetted: 05 July 2016

Closing Date: 19 July 2016

Details: ACT Parks and Conservation Services is looking for a motivated leader to assist in the daily management of a tourism based Visitor Information Centre with a strong focus on visitor experience and sustainable recreational management. The successful applicant will need to demonstrate excellent administrative and organisational skills, including the ability to effectively manage a range of administrative systems and processes and reporting.

Excellent communication skills are required as the position is responsible for supervising a small team of staff.

Eligibility/Other Requirements: Current manual driver's licence; Preparedness to wear a uniform; Willingness to undertake incident management training and duties, including participation in fire standby, fire suppression and fire training.

Note: This is a temporary position available for 12 months with the possibility of extension up to five years and/or permanency from this process. Selection may be based on written application and referee reports only.

Contact Officer: Michelle Vernon (02) 6205 3664 [michelle.vernon@act.gov.au](mailto:michelle.vernon@act.gov.au)

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

### **Health**

**Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.  
Apply online at <http://www.health.act.gov.au/employment>**

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

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

##### **Paediatrics**

## **Paediatrician**

### **Staff Specialist Band 1-5 \$159,644 - \$197,006, Canberra (PN: 31467)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

Overview of the work area and position: A part time temporary position is available at the Paediatrics Department.

Paediatrics at Canberra Hospital (PatCH), the Paediatric Unit in the Centenary Hospital collocated with Canberra Hospital, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, Paediatric Endocrinology and Diabetes. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year, and is accredited with the RACP for paediatric basic training and ACEM training. The department has an FRACP training program with a paediatric fellow, 10 registrars, 4 SRMO positions and 5 Resident positions. We regularly have candidates undertaking the DCH in preparation for RACP or RACGP training. There is an active junior doctor programme which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported. Canberra Hospital is the only paediatric tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. Canberra Hospital is a modern 600-bed hospital providing most major medical and surgical sub-specialty services. Salary, Remuneration and Conditions:

Staff Specialist Bands 1-5: \$159,644 - \$197,006 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$318,194.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent high specialist qualifications, and must hold a current ACT drivers license. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Contact Officer: Dr Tim McDonald (02) 6174 7607 [tim.mcdonald@act.gov.au](mailto:tim.mcdonald@act.gov.au)

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

## **Canberra Hospital and Health Services**

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

#### **Obstetrics and Gynaecology**

##### **Specialist - Obstetrics and Gynaecology**

### **Staff Specialist Band 1-5 \$159,644 - \$197,006, Canberra (PN: 27511)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

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 antenatal 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 3,500 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care peri natal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for 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. The department has a well supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. 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. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$346,594.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Be registered or eligible for registration for Fellowship of the Royal Australian & New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification.

Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes. Please contact the Occupational Medicine Unit (OMU) on [OMUACTHealth@act.gov.au](mailto:OMUACTHealth@act.gov.au)

Contact Officer: Assoc Prof Boon Lim, Clinical Director Obstetrics & Gynaecology (02) 6174 7591

[boon.lim@act.gov.au](mailto:boon.lim@act.gov.au)

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

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

**Deputy Director General Canberra Hospital and Health Services**

**Deputy Director General Canberra Hospital and Health Services**

**Senior Business Analyst**

**Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 29823)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: Applications are welcomed for a Senior Business Analyst within the Business Management and Efficiency, Revenue team. This position will provide support to the Director, Business Management and Efficiency.

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

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

Contact Officer: Jarrad Nuss (02) 6174 5271 [jarrad.nuss@act.gov.au](mailto:jarrad.nuss@act.gov.au)

#### **Strategy and Corporate**

**Performance Information**

**Business Intelligence Corporate**

**Manager Data Warehouse, Data Quality and National Submissions**

**Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 34198)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: Manage the Environment of the Data Warehouse and ensure that the submission of data to external bodies is timely and accurate.

Contact Officer: Andrew Bailey (02) 6207 2129 [andrew.bailey@act.gov.au](mailto:andrew.bailey@act.gov.au)

**Canberra Hospital and Health Services**  
**Rehabilitation, Aged and Community Care**  
**Rehabilitation, Aged and Community Care Nursing**  
**Nurse Practitioner Walk-in Centre**  
**Registered Nurse Level 4.2 \$118,893, Canberra (PN: 33771)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: An opportunity exists for a Nurse Practitioner with experience in primary care and/or emergency care, to join the team of nurses in the Nurse led Walk-in Centres. Walk-in Centre Nurse Practitioners work autonomously within a collaborative environment to provide episodic, timely, expert health care and education for clients presenting to the ACT Health Walk-in Centres. The role of the Walk-in Centre Nurse Practitioners includes the ongoing support, education and research for the Advanced Practice Nurses and the Walk-in Centre. The successful applicant must be an endorsed Nurse Practitioner with experience in primary care and/or emergency care or similar area.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency as a Nurse Practitioner. Extensive clinical experience in a Walk-in Centre or relevant acute and/or primary care area. 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*.

Contact Officer: Naree Stanton 0403 050 967 or Michelle Lambert (02) 6205 3457 naree.stanton@act.gov.au

**Canberra Hospital and Health Services**  
**Clinical Support Services**  
**Medical Physics and Radiation**  
**Medical Physics Specialist Radiation Oncology**  
**Medical Physics Specialist \$95,523 - \$132,671, Canberra (PN: 24886)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: Applications are invited from Medical Physics Specialists who are registered as a Qualified Medical Physics Specialist in Radiation Oncology Medical Physics. The successful applicants will be part of the Medical Physics and Radiation Engineering department of ACT Health based at The Canberra Hospital. The department is integral in providing clinical, scientific and support services to ACT Health including to the Capital Region Cancer Service (CRCS).

The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of 500,000. It is a modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Infrastructure Program. The hospital is the major teaching hospital for the Medical School of the Australian National University. The department has strong links with both the University of Sydney and Wollongong University. The CRCS has four modern Varian linear accelerators, two large bore CT simulators, HDR, SXRT and several treatment planning systems including Pinnacle, Oncentra and iPlan. Modern techniques are offered to patients attending the service including IGRT, respiratory gating, IMRT, SRS/SRT, PET/CT and MRI.

The department is accredited as a clinical site for Medical Physics Registrar training in Radiation Oncology. The department has strong collaborative opportunities with professionals working in Clinical Engineering, Medical Imaging and all other users of radiation in ACT Health. The department fosters a multidisciplinary environment of nuclear medicine, radiology and radiation oncology which, combined with the future growth in ACT Health, makes the Medical Physics and Radiation Engineering department an attractive place to work.

ACT Health actively encourages and supports ongoing education through a study bank and the Allied Health Scholarship program.

Eligibility/Other Requirements: Mandatory: Medical Physics Specialist means a person who is eligible for registration on the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) Register of Qualified Medical Physicists (the Register) in a designated specialty of medical physics. Eligibility for registration on the Register is required under the Enterprise Agreement and can be demonstrated by an individual by them being



listed on the Register. A degree in science or higher degree majoring in physics recognised by the Australian Institute of Physics. Eligible for registration on the ACPSEM Register of Qualified Medical Physicists in the designated specialty of medical physics. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Sean Geoghegan (02) 6244 2256 sean.geoghegan@act.gov.au

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

#### **Critical Care**

#### **Emergency**

#### **Clinical Support Nurse**

#### **Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 12077)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Division of Critical Care at Canberra Hospital and Health Services is currently seeking to temporarily appoint against an expected vacancy for up to 3 years. This position is for a Registered Nurse Level 3 Grade 1 Clinical Support Nurse (CSN) within the Emergency Department.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Desirable: Holds and appropriate qualification in the specialty area of Emergency/Critical Care Nursing. 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 temporary position available for a period up to three years. Consideration will be given to job sharing.

Contact Officer: Megan Wall (02) 6174 5815 megan.wall@act.gov.au

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

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

#### **Adult Community Mental Health Services**

#### **Clinical Manager**

#### **Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 27110)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services 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. We encourage people who use our service and their carer's to participate in all aspects of service planning and delivery. The Division works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services, Adult Acute Mental Health Services, Adult Community Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide

supervision to staff at the Registered Nurse 1 and 2 Levels as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

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

Contact Officer: Mathew Hunstone (02) 6205 1515 mathew.hunstone@act.gov.au

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

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

#### **Adult Mental Health Services**

#### **Mental Health Nurse**

#### **Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 26358)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. We encourage people who use our service and their carer's to participate in all aspects of service planning and delivery. The Division works in partnership with individuals, carers and a range of government and non-government service providers to ensure the best possible outcomes for people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse 1 and 2 Levels as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

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

Contact Officer: Nikki O'Dwyer (02) 6205 1110 nikki.o'dwyer@act.gov.au

### **Strategy and Corporate**

#### **E-Health and Clinical Records**

#### **Recurring Supplies and Maintenance**

#### **BIS System Administrator**

**Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 30828)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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

Overview of the work area and position. The ACT Government Health Directorate is implementing a range of Information and Communication Technology (ICT) initiatives with the aim of improving continuity of care and availability of information to support clinical decision making, by ensuring that the right information is available to members of the treating team, regardless of where healthcare services are delivered. These initiatives support healthcare services into the future, facilitating: more efficient communication; faster access to information; better informed clinical decisions; and improved quality, safety and efficiency of care. The Clinical Systems team in the Information, Communication and Technology Branch is looking for an enthusiastic, motivated individual to provide systems administration for the BreastScreen ACT Information System. As part of a team, reporting to the Clinical Portal Support Manager as part of the Clinical Systems Program and with a strong working relationship with the SSICT E-Health Application Support team, perform ongoing support management duties in relation the ongoing administration of the BreastScreen ACT Information System.

Eligibility/Other Requirements: Previous experience in management and support of health ICT systems is desirable. 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*.

Note: This is a temporary position available until 30 June 2017. Applicants are to address the selection criteria, provide a resume and two referees. Selection may be based on application and referee reports only.

Contact Officer: Belinda Harris (02) 6205 9180 belinda.harris@act.gov.au

**Population Health**

**Health Protection Service**

**Pharmaceutical**

**Senior Pharmacist**

**Health Professional Level 4 \$97,514 - \$104,967, Canberra (PN: 35846)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Pharmaceutical Services Section is seeking an experienced Pharmacist for a Health Professional 4 position for six months with the possibility of extension. The Pharmaceutical Services Section is responsible for regulating the supply of medicines, poisons and therapeutic goods in the ACT in accordance with local legislation. It is also responsible for regulating community pharmacy ownership and premises in the ACT. Pharmaceutical Services also acts as the Territory Recall co-ordinator for distributing information across the ACT community about recalled medicines and medical devices.

The primary duties of this position will be to administer controls relating to the prescribing of controlled medicines under the delegation of the Chief Health Officer and conduct associated monitoring activities.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*

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

Contact Officer: Renae Beardmore (02) 6205 0961 renae.beardmore@act.gov.au

**Strategy and Corporate**

**Performance Information**

**Business Intelligence Canberra Hospital and Health Services**

**Senior Costing Officer**

**Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 18677)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

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: Assist with the maintenance and ongoing improvement of ACT Health's costing system to ensure that processing and reporting requirements are satisfied, including ensuring a very high standard of data integrity and compliance with relevant costing standards at both the Local and National level.

Eligibility/Other Requirements: Mandatory: The ability to rapidly acquire, or demonstrate, an understanding of costing methodology, standards and principles. Desirable: Graduate level qualifications in Business/Finance, Information Technology, Systems Development and/or Data reporting, with a focus on (but not necessarily experience in) health data systems are desirable. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Prathima Karri (02) 6207 7451 prathima.karri@act.gov.au

**Strategy and Corporate**

**Performance Information**

**Business Intelligence Corporate**

**Senior Technical Officer**

**Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 29390, several)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: An exciting opportunity exists to suitable experience people to join the Business Intelligence Unit. This role will lead a lot of the high level technical development to provide the organisation with information in new ways.

Eligibility/Other Requirements: Desirable: Knowledge and experience in the use of data systems in the healthcare sector and associated business processes is desirable. High level experience in the use of SQL and SSRS reporting is desirable. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Michael Phipps (02) 6174 7272 michael.phipps@act.gov.au

**Strategy and Corporate**

**Performance Information**

**Business Intelligence Corporate**

**Senior Data Quality Officer**

**Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 14719, several)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: Work with internal and external stakeholders to ensure continuous improvement in data quality and the development of supporting policies and procedures.

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

Contact Officer: David Smith (02) 6207 9188 david.smith@act.gov.au

**Strategy and Corporate**

**Performance Information**

**Business Intelligence Corporate**

**Senior Systems Integration Developer**

**Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 16952)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: Assist in the management of the design, development and testing of health care data integration processes.

Eligibility/Other Requirements: Graduate level qualifications in Business/Finance, Information Technology, Systems Development and/or Data reporting, with a focus on health data systems are desirable. 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*.

Contact Officer: David Smith (02) 6207 9188

**Canberra Hospital and Health Services**

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

**Adult Mental Health Services**

**Clinical Manager**

**Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 27503)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services. Adult Acute Mental Health Services. Adult Community Mental Health Services. Alcohol and Drug Services. Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The nursing position is based in one of the multidisciplinary teams that fall within the remit of Adult Community Mental Health Services. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions. Nursing staff working within the service are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

Eligibility/Other Requirements:

Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Danny Farrow (02) 6205 2787 danny.farrow@act.gov.au

**Canberra Hospital and Health Services**

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

**Justice Health Services**

**Registered Nurse**

**Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 14268)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They

were developed by us, for us and are unique to our work. Overview of the work area and position: The Justice Health Primary Health Team is part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality care. The Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC), Symonston Detention Centre and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will complete induction assessments, planning, implementing and discharge care of clients using a collaborative primary health care model within a custodial setting. You will be required to work at various JHS sites and provide nursing care to people accessing healthcare at Hume Health Centre, Bimberi Youth Justice Centre and the Symonston Detention Centre. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurse Level 1 and Enrolled Nurses. You will also be responsible for a portfolio that has delegated in agreement with the Team Leader.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as Registered Nurse with the Australian Health Practitioner Regulation Authority. Driver's licence is essential. Highly desirable: Previous experience within a corrections/forensics/sexual health/alcohol and drug/chronic disease environment. Tertiary or postgraduate qualifications and experience in clinical nursing practice.

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

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

## **Strategy and Corporate**

### **E-Health and Clinical Records**

#### **Recurring Supplies and Maintenance**

#### **EMM Support Nurse**

#### **Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 36931, several)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

Details: About us. ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position. ACT Government Health Directorate is currently implementing a range of E-health initiatives aimed to facilitate a safe, high quality, secure E-Health systems that ensure the right information is available to the right person at the right time, regardless of their location. Electronic Medication Management (EMM) is one of these systems currently being rolled out across ACT Health. The Clinical Systems team in the Information, Communication and Technology Branch is looking for an enthusiastic, motivated individual to provide systems administration support for the EMM system. As the EMM Support Nurse, you will work as part of a team and report to the EMM Support Manager within the Clinical Systems Program, to provide advanced clinical support, troubleshoot application components, and liaise with end users, technical staff, vendors and SSICT regarding upgrades and enhancements. The candidate should have strong interpersonal, leadership, communication, organisations and problem solving skills. The Clinical Systems Program provides program and project management for the delivery and support of clinical systems. The program includes two streams: Patient Record Systems that provide a consolidated, shareable, patient-centric health record enabling information to be made available to the right person at the right place and time; and Clinical Decision Support Systems that provide healthcare professionals with better access to clinical research and evidence, and clinical decision-support tools to enable improvements in the quality, safety and efficiency of clinical practices.

As the EMM Support Nurse, you will work as part of a team and report to the Application Support Manager or Clinical Portal Support Manager of the Clinical Systems Program, to provide systems administration for E-Health Clinical Systems products.

Eligibility/Other Requirements: Mandatory: Current registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Experience in the administration of web based applications or information systems in a health environment. Recent experience working in a Health Environment. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*

Note: This is a full-time permanent position. Applicants are to address the selection criteria, provide a resume and two referees.

Contact Officer: Angela Tarn (02) 6205 9226 [angela.tarn@act.gov.au](mailto:angela.tarn@act.gov.au)

**Canberra Hospital and Health Services**  
**Cancer Ambulatory and Community Health Support**  
**Cancer Nursing**  
**Clinical Development Nurse Radiation Oncology**  
**Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 27898)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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 division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: Radiation Oncology is a busy outpatient and treatment area, incorporating brachytherapy, a Nurse Led Clinic and patients undergoing concurrent radiation and chemotherapy. The Clinical Development Nurse (CDN) will be responsible for the education and support of graduate nurses, student nurses and new and existing staff within Radiation Oncology. The CDN will provide and promote education, quality initiatives, feedback, reflective practice and innovative change to provide excellent and safe patient care. Radiation Oncology is seeking applications from registered nurses for the exciting role of Clinical Development Nurse. Radiation Oncology is a busy outpatient and treatment area, incorporating brachytherapy, a Nurse Led Clinic and patients undergoing concurrent radiation and chemotherapy. The CDN will be responsible for the education and support of graduate nurse and new and existing staff within Radiation Oncology. The CDN will provide and promote education, quality initiatives, feedback, reflective practice and innovative change to provide excellent and safe patient care.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Desirable: Holds Certificate IV in Workplace Training and Assessment. 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 part-time position available at 32 hours per week working Monday to Friday, salary is pro rata for part-time.

Contact Officer: Kylie Tilbury (02) 6244 3510 [kylie.tilbury@act.gov.au](mailto:kylie.tilbury@act.gov.au)

**Canberra Hospital and Health Services**  
**Cancer, Ambulatory and Community Health Support**  
**Cancer Ambulatory and Community Health Support Medical**  
**Clinical Trials Coordinator**  
**Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 26874)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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. An exciting opportunity is available for self-motivated and highly organised individuals to join the clinical trials team at Department of Radiation Oncology, Canberra Hospital. The successful applicant will primarily be assisting with the co-ordination of TransTasman Radiation Oncology Group (TROG) studies, Radiation Oncology investigator lead studies and other collaboration studies. The Clinical Trials Co-ordinators will have responsibilities that arise from patient subject recruitment, clinical record collection, subject monitoring and maintaining trial records according to the trial protocol.

Eligibility/Other Requirements: A higher degree in a relevant area, from a recognised university with significant subsequent relevant work experience OR an equivalent combination of experience and/or education. The

successful applicant will show high levels of initiative and flexibility, well developed interpersonal skills, the ability to work well in a team and be competent in computer packages (i.e. Microsoft Suite, emails etc). 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*.

Contact Officer: Angela Rezo (02) 6244 2241 angela.rezo@act.gov.au

**Canberra Hospital and Health Services**

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

**Justice Health Services**

**Psychologist/Social Worker/Occupational Therapist**

**Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 14460)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

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: Forensic Services is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide high quality interventions and achieve sound outcomes for consumers across the lifespan under minimal supervision, and in a variety of settings. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the Health Professional one and two levels and support the Team Leader in change processes.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Psychology, Social Work or Occupational Therapy and current unconditional registration with the Australian Health Practitioner Regulation Agency or eligibility for membership with the appropriate professional organisation. Applicants must have a minimum of 12 months paid work experience in senior clinical position in a related/relevant organisation/service. Current driver's licence.

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

Contact Officer: Emily Beltrami (02) 6205 1551 emily.beltrami@act.gov.au

**Canberra Hospital and Health Services**

**Pathology**

**Cytogenetics**

**Cytogenetics - Team Leader**

**Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 21536)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. ACT Pathology is a Department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located



at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. The Cytogenetics Department provides a diagnostic constitutional and oncology service to Canberra and the surrounding region.

Our multi-disciplinary team is comprised of two Health Professionals Level 3 (HP3) and four Health Professionals Level 2 (HP2). Services provided include culturing and harvesting of a variety of tissue types including blood, bone marrow and solid tissues to perform conventional karyotyping and Fluorescence In Situ Hybridisation (FISH). Instrumentation includes the MetaSystem Metafer and MetaCyte slide scanning platforms. Under the direction of the Chief Scientist of Cytogenetics you will work closely with the other HP3 to provide day-to-day supervision, leadership, strategic planning and optimal operational management. It is anticipated that this position will be involved in the validation of a microarray service in our laboratory.

Eligibility/Other Requirements: Mandatory: A degree in medical laboratory science or equivalent relevant qualifications and a minimum of five years experience in a diagnostic Cytogenetics laboratory. Desirable: Membership qualification of the Human Genetics Society of Australasia (MHGSA). Prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Contact Officer: Fiona Webb (02) 6344 3449 fiona.webb@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Medicine Units**

#### **Diabetes Dietitian**

**Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 16200)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

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. The ACT Health Division of Medicine provides a range of medical specialties and allied health services.

A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: An exciting opportunity exists for a dynamic and motivated Dietitian to join the ACT Health Diabetes Service. The successful applicant will work within a multidisciplinary team providing diabetes nutrition services across tertiary and health care centres. The position provides a range of nutrition services including dietary assessment, care planning, counselling and the planning and delivery of education programs to staff and client groups. The ACT Health Diabetes Service Nutrition team provide individual and group nutrition appointments for people at risk of or who have diabetes. The Diabetes Nutrition team are an integral part of the Diabetes Service collaborating with Endocrinologists, Diabetes Nurse Educators, Dietitians, Nurses, General Practitioners and Consumers to provide a team approach to care for people with or at risk of Diabetes. The HP03 Diabetes Dietitian will be responsible to the Senior Diabetes Dietitian of the ACT Health Diabetes Service. Under the direction of the senior dietitian, you will be required to provide clinical assessment, treatment, supervision and evaluation of nutrition care to inpatients and outpatients at risk of or who have Diabetes.

Eligibility/Other requirements: Mandatory: Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent. Eligible for membership of the Dietitians Association of Australia and eligible for APD Status. A minimum of two years post-graduate experience. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Jason Levett (02) 6174 5310 jason.levett@act.gov.au

**Canberra Hospital and Health Services**

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

**Child and Adolescent Mental Health**

**CAMHS Cottage Clinical Manager**

**Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 25990)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS), Adult Community Mental Health Services (ACMHS), Adult Acute Mental Health Services (AAMHS), Alcohol and Drug Services (ADS), Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS).

Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues.

The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to HP1 and HP2 clinicians.

The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT registration and eligibility for membership of the appropriate professional organization. Must hold a current drivers licence. Must be registered under the *Working for Vulnerable People (Background Checking) Act 2011*. Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. Desirable: Experience in working with children and young people. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of 6 months.

Contact Officer: Jessica Ross (02) 6205 1128 jessica.ross@act.gov.au

**Canberra Hospital and Health Services**

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

**ACT Wide Mental Health Services**

**Psychologist - Supported Accommodation Team**

**Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 16183)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position. The Mobile Intensive Treatment Team is a contemporary evidence-based service providing high quality mental health care

that is guided by principles of Recovery. The Supported Accommodation Team will provide intensive clinical input to a number of mental health consumers living with significant chronic and severe mental health issues in various supported accommodation settings. In this Senior Psychologist role it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to all staff participating in the roster and support the Team Leader in change processes. You will be required to undertake professional development and supervision; participate in quality initiatives and contribute to the multidisciplinary team processes. In this position you are also expected to uphold the ACT Health Values of Care, Excellence, Collaboration and Integrity. 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, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, 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 Adult Community Mental Health Services are currently undergoing a redesign process such that work location and functions may evolve over time. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

- ACT Wide Mental Health Services;
- Adult Acute Mental Health Services;
- Adult Community Mental Health Services;
- Alcohol and Drug Services;
- Child and Adolescent Mental Health Services (CAMHS); and
- Justice Health Services.

Eligibility/Other Requirements: At minimum, General Psychology registration with AHPRA. Clinical Endorsement in Psychology preferable but not essential. Current driver's licence. Applicants must have a minimum of three years paid work experience in a related/relevant organisation/service. 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*.

Contact Officer: Bruno Aloisi (02) 6205 8559 [bruno.aloisi@act.gov.au](mailto:bruno.aloisi@act.gov.au)

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care  
RACC Nursing Acute Care of the Elderly Unit  
Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 27011)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

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: Are you an experienced Registered Nurse, passionate about care of the elderly, and looking to further develop your skills in an advanced nursing care and leadership role? Rehabilitation, Aged and Community Care is seeking a Registered Nurse Level 2 to fill a permanent full-time vacancy on Ward 11A – Acute Care of the Elderly Unit. Applicants will need to have excellent communication, multi-tasking and leadership skills with significant clinical experience in gerontology nursing in the acute and sub acute hospital settings.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Maria Trudinger (02) 6244 2431 [maria.trudinger@act.gov.au](mailto:maria.trudinger@act.gov.au)

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Alcohol and Drug Program**  
**Art Therapist Professional Officer**  
**Professional Officer Class 2 \$77,482 - \$88,676, Canberra (PN: 36965)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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 Alcohol and Drug Services provides inpatient withdrawal services. The inpatient withdrawal service is a voluntary 10 bed inpatient unit that supports medicated withdrawal for people admitted with substance misuse disorders and/or with mental health disorders. The successful person for this position will work in this inpatient unit and should have qualifications in creative art therapy including experience working with people with substance use disorders and mental health disorders. They are required to have a flexible and professional approach, be able to delivery creative art therapy in a therapeutic environment. They must be able to exercise a high level of discretion and have the ability to work in a team environment. Overview of the work area and position. Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU), the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH) and the Alcohol and Drug Services (ADS) Inpatient Withdrawal Unit. AMHU is a 35 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a sub-acute 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. The ADS Inpatient Withdrawal is a voluntary 10 bed inpatient unit that supports medicated withdrawal for people admitted to this unit. Under broad direction, you will play a key role in providing art therapy interventions at AMHU, MHSSU and ADS as required.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Art Therapy. Current driver's licence. A minimum of 12 months paid work experience in a related/relevant organisation/service is highly desirable. 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 part-time permanent position available at four hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Jill Hughes (02) 6205 0947 Jill.Hughes@act.gov.au

**Population Health**  
**Health Improvement**  
**Health Promotion and Grants**  
**Project Officer**  
**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 24191)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

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: Health Promotion is seeking an experienced Project Officer to develop, implement and evaluate behaviour change strategies promoting healthy lifestyle behaviours. The successful applicant will initially be responsible for the development, implementation and evaluation of innovative behaviour change strategies for the Canberra community in partnership with key internal and external stakeholders. It would be suited to someone with demonstrated behaviour change and/or marketing communications skills interested in working in a health promotion setting.

Eligibility/Other Requirements: A tertiary qualification and/or strong demonstrable experience working as a Project Officer is highly desirable. Experience working within the public health, community or government sectors is highly desirable. Candidates with experience in digital marketing will be highly regarded. 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 temporary position available for a period of up to 12 months with the possibility of extension.  
Contact Officer: Susie Leydon (02) 6205 1422 [Susie.Leydon@act.gov.au](mailto:Susie.Leydon@act.gov.au)

**Strategy and Corporate  
Performance Information  
Business and Intelligence  
System Integration Developer  
Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 28291)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

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: Perform the design, development and testing of health care data integration processes.

Eligibility/Other Requirements: Desirable: A Degree in Information Technology or Computer Science would be highly desirable; and Experience in Microsoft SQL Server Business Intelligence Tools and experience and knowledge in information technology principles are desirable. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police Check; and Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: David Smith (02) 6207 9188 [david.smith@act.gov.au](mailto:david.smith@act.gov.au)

**Strategy and Corporate  
Performance Information  
Business Intelligence Corporate  
Information Officer  
Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 21450, several)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position. This position will support senior executives, clinicians, staff and the Minister for Health through the provision of timely and accurate information about the performance and operations of health services.

Eligibility/Other Requirements: Desirable. Knowledge and experience in the use of data systems in the healthcare sector and associated business processes. Sound experience in the use of SQL and SSRS reporting. 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*.

Contact Officer: Michael Phipps (02) 6174 7272 [michael.phipps@act.gov.au](mailto:michael.phipps@act.gov.au)

**Strategy and Corporate  
E-Health and Clinical Records  
E-Health  
Training Officer  
Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 35295)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Government, Health Directorate is currently implementing a range of e-health initiatives aimed to facilitate safe, high quality, secure e-Health systems that ensure the right information is available to the right person at the right time, regardless of their location. As part of a small team you will provide training support for clinical systems projects and clinical systems applications that are implemented within ACT Health. This includes working to project timelines, stakeholder engagement, supporting project implementation, preparing correspondence and delivering

training and relevant documentation. As part of a team, reporting to the System Support Manager, the Training Officer will perform project team duties relevant to Clinical IT System projects in the Information, Communication and Technology Branch. The Health-e Future Program has been established as part of a \$90 million investment in e-health capacity and ICT infrastructure. The objective of this program of work is to deliver digital technology innovations that put the customer at the centre of the solution. Patient Centric solutions being delivered as part of the Health-e Future Program include: Clinical Systems that provide a consolidated, shareable patient-centric health record enabling information to be available to the right person at the right place and time; Support Services that use technology to efficiently manage the resources which support the Health Directorate in the areas of patient administration and service delivery, staff management, food services, and bed management; Digital Health Infrastructure to provide the foundation to bring existing infrastructure to the standards and capabilities necessary to support future technologies. As part of a small team, reporting to the Program Manager of Clinical Systems, this position will provide training support for clinical systems projects and clinical systems applications that are implemented within ACT Health.

Note: This is a full-time temporary position available for six months with the possibility of extension for a further six months. Applicants are to address the selection criteria, provide a resume and two referees. Selection may be based on application and one referee report only. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Contact Officer: Chris Jeffrey (02) 6207 9427

**Canberra Hospital and Health Services**

**Surgery, Oral Health and Medical Imaging**

**Dental Support Services**

**Booking and Scheduling Supervisor**

**Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 32441, several)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Dental Health Program is seeking applications from highly motivated individuals to fill two available positions of Booking and Scheduling Supervisors for the Program. These positions will manage the appointment books for the program and ensure that appointments are available in line with clinical needs and service requirements and demands. The positions will also coordinate and provide the training needs for all staff both administrative and clinical that use Dental Titanium under Direction of the Dental Health Program Information manager.

Eligibility/Other Requirements: Desirable: Working towards or holds a certificate in management, customer service, medical terminology or another relevant field. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: Positions are temporary available for an initial period of six months with the possibility of extension and/or permanency from this process.

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

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Child, Youth and Women Health Program**

**Office Manager - Child at Risk Health Unit**

**Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 29754)**

Gazetted: 07 July 2016

Closing Date: 28 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Child at Risk Health Unit, a part of the Division of Women, Youth and Children, is looking for an enthusiastic and professional individual to fill the position of Office Manager. This part-time (4 days per week) position will coordinate administrative support to a multi-disciplinary team. The role provides leadership to a small

Administration Team, as well as direct support to CARHU Manager. The duties within this role include assistance with clinic management, support of recruitment and HR processes, screening incoming phone calls, managing official files and documents, resource management and secretariat support.

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

Notes: This is a part-time position at 29.40 hours (four days per week) and the full-time salary noted above will be pro-rata. Selection may be based on application and referee reports only.

Contact Officer: Tarryn Guinard (02) 6174 7491 Tarryn.Guinard@act.gov.au

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Emergency**

#### **Emergency Department Registered Nurse**

#### **Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 24604, several)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

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: An opportunity is available for suitably qualified Registered Nurses to apply for a temporary position with the potential of a permanent position within the Emergency Department at Canberra Hospital. Successful applicants will be required to work a 24 hour rotating roster.

Eligibility/Other Requirements: Registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

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*.

Note: Applications should include: a maximum two page expression of interest addressing the selection criteria; a current curriculum vitae; the names of two professional referees. These are temporary positions with the possibility of permanency from this process.

Contact Officer: Deborah Hood (02) 6244 3753 deborah.hood@act.gov.au

## **Canberra Hospital and Health Services**

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

#### **Justice Health Services**

#### **Justice Health Services - Health Professional**

#### **Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 20299)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

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: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Tertiary qualifications in Psychology, Social Work or Occupational Therapy with current unconditional ACT registration where applicable and/or eligibility for membership of the appropriate professional organisation. Applicants must have a minimum of 12 months paid post graduate professional work experience in a related/relevant organisation/service. Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Emily Beltrami (02) 6205 1551 emily.beltrami@act.gov.au

**Canberra Hospital and Health Services**

**Pathology**

**Cytogenetics**

**Scientist - Cytogenetics**

**Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 19440)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

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. ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Overview of the work area and position. The Cytogenetics Department provides a diagnostic constitutional and oncology service to Canberra and the surrounding region.

Our multi-disciplinary team is comprised of 2 Health Professionals Level 3 (HP3) and 4 Health Professionals Level 2 (HP2). Services provided include culturing and harvesting of a variety of tissue types including blood, bone marrow and solid tissues to perform conventional karyotyping and Fluorescence In Situ Hybridisation (FISH).

Instrumentation includes the MetaSystem Metafer and MetaCyte slide scanning platforms. This position offers an opportunity under the direction of the Chief Scientist of Cytogenetics and supervising scientists to be part of a dynamic team that provides a comprehensive Cytogenetic service.

Eligibility/Other Requirements: Mandatory: A degree in Medical Laboratory Science or equivalent relevant qualifications. Minimum 12 months relevant medical laboratory experience. Desirable: Previous cytogenetic experience. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Fiona Webb (02) 6244 3449 fiona.webb@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Services**

**Physiotherapist**

**Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 24256, several)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: Acute Support Physiotherapy is seeking suitably qualified Physiotherapists to join our dynamic and innovative team providing physiotherapy services at Canberra Hospital. Health Professional 2 Physiotherapists rotate across a range of inpatient and outpatient clinical specialities to develop and broaden your knowledge and skills. The department has a culture of quality improvement, research and excellence and delivers services across divisions.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or have applied for registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. At least one year of work experience. Prior to commencement successful



candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Several temporary positions are available until early February 2017 with the possibility of extension.

Contact Officer: Kerry Boyd (02) 6244 2670 kerry.boyd@act.gov.au

**Canberra Hospital and Health Services**  
**Rehabilitation, Aged and Community Care**  
**Rehabilitation Allied Health**  
**Rehabilitation Counsellor**  
**Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 33979)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: An exciting opportunity exists within the Rehabilitation, Aged and Community Care (RACC) division for a Rehabilitation Counsellor. We are looking for a suitably qualified and experienced health professional to fill the role of Rehabilitation Counsellor in our Rehabilitation programs. Rehabilitation is a therapeutic process aimed at maximising recovery and independence after illness or injury. The Rehabilitation Counsellor will be working with clients of rehabilitation (and when appropriate, their family/carers) who would benefit from the provision of appropriate therapeutic counselling. The Rehabilitation Counsellor works as part of a multidisciplinary team, providing a service to clients of the RACC Rehabilitation programs as they make the transition through various stages in the rehabilitation process. This position will report to the Manager/Senior Clinical Psychologist for Line Management and will receive appropriate professional/clinical supervision.

Eligibility/Other Requirements: For Social Work: Tertiary qualifications in Social Work (AASW Accredited Social Work Degree). Eligibility for membership with the Australian Association of Social Workers. For Psychology: At least a 4 - or 5 - year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Previous work as a counsellor is highly desirable. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Note: This is a part-time position at 29:24 hours per week. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Sean Hambrook (02) 6244 2772 sean.hambrook@act.gov.au

**Canberra Hospital and Health Services**  
**Cancer, Ambulatory and Community Health Support**  
**Ambulatory Care Outpatients**  
**Orthoptist/Optomtrist**  
**Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 34070)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They

were developed by us, for us and are unique to our work. Overview of the work area and position: The Department of Ophthalmology is seeking a dynamic and self motivated Orthoptist or Optometrist to be a part of a multidisciplinary team at the Eye Clinic at the Canberra Hospital. The successful applicant will provide clinical Orthoptic assessments and professional advice as part of a multidisciplinary team. Whilst experience in a wide range of modalities is desired, new graduates are encouraged to apply and training will be provided.

Eligibility/Other Requirements: Mandatory: Recognised Orthoptic degree and have practiced working as an Orthoptist for a minimum of one year. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Kandas Miller (02) 6174 5870 kandas.p.miller@act.gov.au

**Canberra Hospital and Health Services  
Cancer, Ambulatory and Community Health Support  
Canberra Region Cancer Centre Operational Management  
Administration Officer**

**Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 18509)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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: A full-time vacancy exists within the Canberra Region Cancer Centre administration team. This position would suit a person with a strong customer focus who wishes to develop their skills to include broader administration duties. This includes collaboratively providing the booking and coordination of patient appointments, creation and management of patient files and the processing of accounts and billing. The successful applicant will be required to have a demonstrated customer focus, attention to detail for the input of data, the ability to maintain patient files and general receptionist skills. Experience within a health administration area including the use of ACTPAS would be an advantage however area specific training and support will be provided.

Eligibility/Other Requirements: Ability to work varying start/finish times between 7:30am and 6:00pm to meet the operational requirements of the centre. 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*.

Contact Officer: Stuart Couper (02) 6174 8309 stuart.couper@act.gov.au

**Canberra Hospital and Health Services  
Clinical Support Services  
Pharmacy  
Pre- Registration Pharmacist (2017 Program)**

**Health Professional Level 1 \$56,241 - \$71,657, Canberra (PN: 28812, several)**

Gazetted: 07 July 2016

Closing Date: 21 July 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Pharmacy department sits in the division of Clinical Support Services. Clinical Support Services (CSS) provide a range of services that support the clinical divisions within Canberra Hospital and Health Services. The following areas are included within this Division: Biomedical Engineering; Medical Physics and Radiation Engineering; Chief Allied Health Office; Acute Support, consisting of Audiology, Allied Health Support, Nutrition, Occupational Therapy, Physiotherapy, Psychology, Social Work, Aboriginal Liaison Office and Speech Pathology; Nursing Operational Support, consisting of Ward Services (Wardspersons, Hospital Assistants and Ward Clerks) and Nursing Support (NIMS Unit, NurseBank, Central Equipment Store, Tissue Viability Team and Pastoral Care).

Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 45 Pharmacists. The pharmacy team charter is "Our competent and

professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community.” An exciting development opportunity exists to work as a part of the team under direction from the Clinical Lead for education and training. This is a full time temporary position specifically created for pre-registration pharmacists who are completing their intern program to qualify for registration as a practising pharmacist. This position will be required to provide a range of pharmacy services on weekends and after hours as rostered.

Eligibility/Other Requirements: Mandatory: The applicant will have been awarded an Australian entry level Pharmacy degree by the end of 2016. Pharmacists who are registered overseas or registered already in Australia will not be considered eligible for this position. The applicant will be eligible to enrol in an Intern Training Program accredited by the Australian Pharmacy Council prior to employment. This position may require a registration under the *Working with Vulnerable People Act*. Successful applicants will be expected to sit for their written AHPRA exams and oral AHPRA exams at the earliest scheduled session where they have met the practice hour requirements. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Note: These are temporary positions available for a period of 13 months.

Contact Officer: Jessica Parker (02) 6244 2121 [jessica.parker@act.gov.au](mailto:jessica.parker@act.gov.au)

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Rehabilitation Allied Health  
Physiotherapist**

**Health Professional Level 1 \$56,241 - \$71,657, Canberra (PN: 29691)**

Gazetted: 07 July 2016

Closing Date: 28 July 2016

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

Overview of the work area and position: The RACC Physiotherapy service is a dynamic team of physiotherapists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACC including: inpatient and community based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program and community based physiotherapy services. Successful applicants will be required to work at any of these locations. Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. Opportunities for Quality Improvement activities and evaluation/audit of physiotherapy interventions are plentiful. Professional support is also available from the 2 full

time clinical educators within RACC physiotherapy. Limited supervisory experience may also be included dependent upon student and allied health assistant needs. Under supervision, you will provide high quality patient centred care in a variety of settings. The overall functions of a physiotherapist under professional supervision include: Delivering positive patient outcomes through the provision of high quality patient centred care; Delivering individual and group treatment sessions; and Applying knowledge, skills, professional judgement, and initiative in the delivery of routine services.

Eligibility/Other Requirements: Mandatory: Be registered with the Physiotherapy Board of Australia. Degree in Physiotherapy, or equivalent qualification. A current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Successful applicants will be offered 3 month rotations through many (but not all) of these services and locations via a 12 month temporary full time contract (finish date 2nd October 2017). Several positions will become available (start date 3rd October 2016) for newly graduated physiotherapists to join the RACC team as rotational staff members. These position(s) may be required to participate in overtime, on call, and/or rotation roster. Selection may be based on written applications and referee reports alone. All applicants must provide contact details for 2 referees, a written response addressing the 5 selection criteria and current Curriculum Vitae as part of their written application.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

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

### **Gastroenterology and Hepatology**

#### **Administrative Officer Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 31205)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: An exciting opportunity exists for a dynamic and motivated staff member interested in the position of Administrative Team Leader within the Gastroenterology/Hepatology Outpatient department. The successful applicant will be enthusiastic, have excellent interpersonal skills and excellent customer service skills. This position provides administrative and general office support to the Booking and Scheduling team within the department. Duties include: booking appointments, referral management, screening telephone calls, filing and data entry. Applicants will need to have excellent communication, organizational and time management skills, with an ability to liaise effectively with staff at all levels. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is desirable. This role requires demonstrated ability to ensure high quality customer service standards and to support and provide assistance to the outpatient Gastroenterology/Hepatology team as necessary.

Eligibility/Other Requirements: 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 temporary position commencing September 2016 available for a period of nine months.  
Contact Officer: Jade Wheadon (02) 6174 8199 [jade.wheadon@act.gov.au](mailto:jade.wheadon@act.gov.au)

**Canberra Hospital and Health Services**  
**Cancer, Ambulatory and Community Health Support**  
**Ambulatory Care Outpatients**  
**Enrolled Nurse Outpatients**  
**Enrolled Nurse Level 1 \$55,944 - \$59,772, Canberra (PN: 13385)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

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 range of medical, surgical and obstetric service, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: An exciting opportunity exists for an Enrolled Nurse to join the dynamic nursing team in the Central Outpatient Services at the Canberra Hospital. The nursing team provides nursing support to a wide range of specialist Outpatient Services. A comprehensive orientation and training program will be available to the successful applicant. This is a permanent, full time position with working hours Monday – Friday 08:30 – 17:00. Under the direction of the Clinical Nurse Consultant and in conjunction with health professionals provides a coordinated approach to clinic activities and facilitation of patient education and clinical support for services provided in the Outpatient Setting.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Anne Douglas (02) 6244 4019 [anne.douglas@act.gov.au](mailto:anne.douglas@act.gov.au)

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Adult Mental Health Services**  
**Health Service officer**  
**Health Service Officer Level 4 \$48,493 - \$50,347, Canberra (PN: 23289)**

Gazetted: 07 July 2016

Closing Date: 14 July 2016

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services Adult Mental Health Services. Alcohol and Drug Services. Child and Adolescent Mental

Health Services (CAMHS). Justice Health Services. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 35 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the person, their carers and other key services. It is expected that in this position you will be responsible for ordering, provision and oversight of food and linen services. You will also work within a multi-disciplinary team, under the supervision and direction of a Registered Nurse and participate in supporting activities of daily living and activities.

Eligibility/Other Requirements: Mandatory: Current drivers licence. Desirable: Knowledge of, and experience of working with people living with a mental illness. Mental Health Certificate IV or working towards similar. 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 full-time position and involves shift work and weekends.

Contact Officer: Helen Braun (02) 6174 5406 helen.braun@act.gov.au

### **Justice and Community Safety**

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

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

#### **Coordinator General for Family Safety**

**Executive Level 3.7 \$319,597 - \$333,962 depending on current superannuation arrangements, Canberra (PN: E876)**

Gazetted: 01 July 2016

Closing Date: 8 July 2016

Details: The ACT is seeking candidates for the Coordinator General for Family Safety, Justice and Community Directorate role, which will make a significant contribution to the future direction and effectiveness of community and family services in the ACT.

The Coordinator-General is a newly created role which will drive a new way of collaborating across both the government and non-government sectors to fundamentally change how family violence support services are delivered and to ensure a whole of systems approach.

The Coordinator General will provide strategic policy advice, oversighting and reporting on implementation of agreed recommendations and strategies, driving cultural change and developing and reporting on key whole of government outcomes. The role requires an experienced, innovative and motivated senior executive, with relevant experience in the human services sector.

Officers from across a number of ACT directorates that are working on family violence matters will be accountable to the Coordinator General in relation to those matters to ensure a whole of government response.

Remuneration: The position attracts a remuneration package ranging from \$319,597 - \$333,962 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$261,174.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

How to Apply: To obtain position documentation or to apply, please email [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com) quoting reference number J15266. If further information is required after reviewing documentation, please contact David Spencer at NGS Global on 1300 138 863 or +61 3 8626 0600 by 8 July 2016.

Contact Officer: NGS Global 1300 138 863 or +61 3 8626 0600 [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com)

#### **Parliamentary Counsel's Office**

**Executive**

**Parliamentary Counsel**

**Executive Level 2.5 \$261,369 - \$274,016 depending on current superannuation arrangements, Canberra (PN: E057)**

Gazetted: 30 June 2016

Closing Date: 14 July 2016

Details: The ACT Justice and Community Safety Directorate is seeking an experienced, motivated, innovative and skilled professional for the role of Parliamentary Counsel.

The Parliamentary Counsel leads the Office in;

Developing, planning and coordinating legislative drafting services for the ACT (including provision of legislative policy and legal advice);

Developing, planning and coordinating legislative publishing services (particularly through the ACT legislation register) to ensure good access to ACT legislation and legislative material;

Ensuring that: -its drafting and publishing services are of the highest standard possible - it responds effectively and efficiently to challenges and opportunities in a demanding and rapidly changing environment - comprehensive and up-to-date legislation and information is readily accessible on the Legislation Register for the benefit of the whole community;

Legislative drafting and publishing services are provided in an environment in which quality and timeliness are of paramount importance. The position requires a high degree of sensitivity and confidentiality, as well as a dynamic and flexible approach to tight deadlines.

Remuneration: The position attracts a remuneration package ranging from \$261,369 - \$274,016, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$210,790.

ACTPS Executive Salaries will increase by 2.5% effective 1 July 2016.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Sandra Georges (02) 6205 3760 [sandra.georges@act.gov.au](mailto:sandra.georges@act.gov.au)

**Capital Works and Infrastructure/ACT Law Courts and Tribunal  
Corporate and Strategic Services**

**Property and Security**

**Manager, Property and Security**

**Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 33824)**

Gazetted: 06 July 2016

Closing Date: 20 July 2016

Details: An exciting opportunity exists to join the Capital Works (CWI) team of JACS Corporate. The Unit is seeking a highly motivated and organised person to fill the role of the Manager, Property and Security for the Public Private Partnership (PPP) New ACT Law Courts Project. During the design and construction phase of the project, the successful applicant will be supporting the implementation of the PPP arrangements in ensuring the new facilities meet the functional requirements and specifications of the contracted services. The role will transfer to the ACT Law Courts and Tribunals for the ongoing contract management during the operations phase.

Contact Officer: Greg Hammond (02) 6205 3505 [greg.hammond@act.gov.au](mailto:greg.hammond@act.gov.au)

**Emergency Services Agency**

**Rural Fire Service**

**Manager, SBMP, Policy and Governance**

**Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 07311)**

Gazetted: 05 July 2016

Closing Date: 19 July 2016

Details: The ACT Rural Fire Service seeks a dynamic self directed person to work with the Chief Officer to manage and deliver Strategic Bushfire Management Plan (SBMP) outcomes, review and update policy and governance and provide secretariat services to the Bushfire Council. You will be responsible for the day to day management of RFS administrative matters, providing leadership to your team and the service broadly. You will work with the Chief Officer and stakeholders to deliver the objectives of the SBMP. You will be skilled in developing and maintaining effective working relationships with key stakeholders, will have developed policy and governance structures. You will provide high quality, timely secretariat services to the Bushfire Council. The occupant of the position may be

required to exercise the responsibilities of the Deputy Chief Officer ACTRFS under the *Emergencies Act 2004*. The successful applicant will be required to perform duties outside of the normal business hours to support major incidents or during a declared state of alert/emergency.

Note: Applications should be in writing addressing the selection criteria. Applicants selected for interview will be required to provide two written referee reports at the interview. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Joe Murphy (02) 6207 8396 joe.murphy@act.gov.au

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

**Emergency Services Agency  
ACT State Emergency Service  
Manager, Policy and Planning  
Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 07760)**

Gazetted: 06 July 2016

Closing Date: 13 July 2016

Details: You will be responsible to the Chief Officer for leading and managing the development of Service policy, and for contributing to the development of policy across the Emergency Services Agency. The Manager, Policy and Planning is also responsible for the development and oversight of the ACTSES Business Plan and other planning documents for both operational and community education requirements. You will be responsible for working with management, staff and volunteers of the ACTSES to ensure that appropriate and effective strategies, plans and policies are implemented to meet the needs of the community and the Service. You will be skilled in developing and maintaining effective working relationships with key stakeholders and will have previously managed, planned and evaluated risk assessment activities and have had experience in the Emergency Services environment. The successful applicant will be required to perform duties outside of normal business hours to support incidents or during a declared state of alert/emergency.

Eligibility/Other Requirements: Experience as a manager, knowledge of planning for community events and activities.

Note: This is a temporary position available for immediate start for a period of two months with the possibility of extension. This position is only open to current ACT Government Employees. Selection may be based on application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Nathan Henderson-Smith 0417 732 653 n.henderson-smith@act.gov.au

**Victim Support ACT  
Case Manager  
Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 10199)**

Gazetted: 06 July 2016

Closing Date: 27 July 2016

Details: An exciting opportunity exists for a full time permanent Health Professional Level 3 (HP3), registered Psychologist to join Victim Support ACT to work in a small, dedicated, multidisciplinary team. This role requires a Psychologist who has an understanding and practical experience in working with people within a trauma informed service delivery model. The primary functions of these positions will be to provide client services to people who have become victims of crime, working with service providers and other government and community sector



agencies to be able to provide information, support and services to people using the legislative framework of the Victims of Crime Regulation, *Victims of Crime Act* and the Victims of Crime Financial Assistance Scheme. This role will also provide information and support to clients to navigate the justice system.

Eligibility/Other Requirements: Psychology: A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with the Psychology Board of Australia (AHPRA). Psychology Board of Australia approved Principal and Secondary supervisor for Internship and 5+1 program. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Maret Rebane (02) 6205 9473 or Roz Fitzgerald (02) 6205 2161 maret.rebane@act.gov.au; roz.fitzgerald@act.gov.au

**Emergency Services Agency**

**ACT State Emergency Service**

**Community Liaison Coordinator**

**Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 07765)**

Gazetted: 30 June 2016

Closing Date: 18 July 2016

Details: The ACT State Emergency Service (ACTSES) is seeking a person who is passionate about community engagement and enjoys working with volunteers to undertake the role of Community Liaison Coordinator. The main function of the ACTSES is to undertake planning and response operations for storms and floods. The ACTSES also undertakes civil defence planning and civil defence operations; assists other agencies, such as the Police, Fire and Rescue, and Ambulance Service in emergencies. The ACTSES also assists the Police and Air Services Australia to undertake operations in relation to searches. The ACTSES provides support for community organisations where this assists the training of ACTSES staff and volunteers, and where there is a definite benefit to the community. The successful applicant will work under the direct supervision of the Manager, Policy and Planning. Duties include to assist with volunteer recruitment, selection and induction processes; the development and implementation of relevant standards in regards to work health and safety; assist with the coordination of ACTSES related events such as media campaigns and award ceremonies; coordinate the community education team and community activities; administer, coordinate and provide statistical reporting of community attendance; assist with business administration; contribute to the ACTSES Business Plan.

Eligibility/Other Requirements: Background in working with volunteers and in the emergency services industry would be an advantage.

Notes: The successful applicant will be required to perform some duties outside of normal business hours. Applications should be in writing addressing the selection criteria. Applicants selected for interview will be required to provide two written referee reports at the interview. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

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

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

**Emergency Services Agency**

**ACT State Emergency Service**

**Business Support Officer**

**Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 07762)**

Gazetted: 30 June 2016

Closing Date: 18 July 2016

Details: The ACT State Emergency Service is seeking an enthusiastic Business Support Officer to provide administrative and secretarial support to the Chief Officer and the business unit, undertake meeting coordination and minute taking, document production, registry, processing and maintenance of finance and accounts,

maintenance of records in accordance with the *Territory Records Act 2002*. The successful applicant will also undertake minor project work and provide assistance to other staff members as required. Well developed keyboard skills and a sound understanding of the ACT Government financial management arrangements are highly desirable.

Eligibility/Other Requirements: Background in working with volunteers and in the Emergency Services industry would be an advantage.

Note: The successful applicant will be required to perform some duties outside of normal business hours. Applications should be in writing addressing the selection criteria. Applicants selected for interview will be required to provide two written referee reports at the interview. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Tracey Allen (02) 6207 4527 [tracey.allen@act.gov.au](mailto:tracey.allen@act.gov.au)

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

## **ACT Government Solicitor**

### **Executive**

#### **Executive Assistant to the Deputy Chief Solicitor**

#### **Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 42601)**

Gazetted: 06 July 2016

Closing Date: 13 July 2016

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS seeks a suitably experienced Executive Assistant to provide high level administrative support to the Deputy Chief Solicitor, which includes assisting the Deputy Chief Solicitor and Section Managers with the management and oversight of the Government Law and Litigation sections. The successful applicant will be required to manage the office of the Deputy Chief Solicitor and take responsibility for diary management, the preparation of draft correspondence and reports together with contracts and court documents. They will also be responsible for the monitoring and management of the sections performance agreements and appraisal documents. The successful applicant will have a high regard for confidentiality, excellent organisational and time management skills, effective communication skills and will possess initiative and motivation. Demonstrated experience and ability to guide, direct, motivate, develop others and to lead with a positive and client focused approach is mandatory.

Eligibility/Other Requirements: Demonstrated experience in a similar role and an understanding of legal terminology, legal research methods and procedures is required. Knowledge of Open Practice, Lawdocs and TRIM is desirable.

Note: This is a temporary position available until 14 October 2016. Selection may be based on application and referee reports only. An order of merit may be established for the purposes of recruiting similar short term positions at level in the future.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Maria Batzogiannis (02) 6205 3734 [maria.batzogiannis@act.gov.au](mailto:maria.batzogiannis@act.gov.au)

## **Victim Support ACT**

### **Case Manager**

#### **Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 37161)**

Gazetted: 05 July 2016

Closing Date: 17 July 2016

Details: An exciting opportunity exists for a full-time permanent Health Professional Level 2 (HP2), Registered Psychologist/Social Worker/Counsellor to join Victim Support ACT to work in a small, dedicated, multidisciplinary team. This role requires a health professional who has an understanding and practical experience in working with

people within a trauma informed service delivery model. The primary functions of these positions will be to provide client services to people who have become victims of crime, working with service providers and other government and community sector agencies to be able to provide information, support and services to people using the legislative framework of the Victims of Crime Regulation, Victims of Crime Act and the Victims of Crime Financial Assistance Scheme. This role will also provide information and support to clients to navigate the justice system.

Eligibility/Other Requirements: For Social Work: Tertiary qualification in Social Work. Eligible for membership with the Australian Association of Social Workers (AASW). For Psychology: A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with the Psychology Board of Australia (AHPRA). Psychology Board of Australia approved Principal and Secondary supervisor for Internship and 5+1 program. For Counselling: Eligible qualification pathways: Pathway 1: Minimum five-year full-time (or part-time equivalent) sequence of study made up of: (i) Minimum three-year undergraduate Bachelor-level accredited degree in a health-related discipline (Psychology, Social Work, Occupational Therapy or other discipline considered relevant) and (ii) Minimum two-year full-time (or part-time equivalent) post-graduate study in Counselling via a Psychotherapy and Counselling Federation of Australia (PACFA) or Australian Counselling Association (ACA) accredited course; OR (iii) Three-year part-time Australian and New Zealand Association of Psychotherapy (ANZAP) training in the Conversational Model. Pathway 2: Minimum three-year undergraduate Bachelor of Counselling degree via a PACFA or ACA accredited course AND (i) Minimum one-year full-time (or part-time equivalent) post-graduate study in counselling via a PACFA or ACA accredited course OR (ii) Three-year part-time ANZAP training in the Conversational Model. Demonstrated evidence of eligibility for listing on the Australian Register of Counsellors and Psychotherapists (ARCAP) as either a Division A PACFA minimum Clinical Registrant or Division B ACA minimum Level 3. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)  
Contact Officer: Maret Rebane (02) 6205 9473 or Roz Fitzgerald (02) 6205 2161 maret.rebane@act.gov.au; roz.fitzgerald@act.gov.au

## **Law Courts and Tribunals**

### **Magistrates Court**

#### **Judiciary Staff**

##### **Associate**

##### **Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 42332)**

Gazetted: 05 July 2016

Closing Date: 12 July 2016

Details: The ACT Magistrates Court is seeking applications for an Associate position to act as a confidential clerk to a Magistrate. The Associate will assist the Magistrate with legal and general research, preparation of hearing matters and reserved decisions and liaise with internal and external stakeholders, including members of the legal profession and Magistrates. The successful applicant will have strong communications and organisational skills, a team player with a collaborative approach to problem solving, attention to detail and an ability to operate effectively in a dynamic and quick changing environment.

Eligibility/Other Requirements: Completion or near completion of a Law Degree is highly desirable.

Note: This is a temporary position available for a period of up to 12 months.

Contact Officer: Elizabeth Hard (02) 6205 9562 elizabeth.hard@act.gov.au

## **Transport Canberra and City Services**

### **Capital Metro Agency**

#### **Communication and Stakeholder Engagement**

##### **Senior Media and Communications Advisor for Light Rail**

##### **Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 33730)**

Gazette Date: 4 July 2016

Closing Date: 18 July 2016

Details: The Capital Metro Agency (CMA) leads the whole of government effort in delivering the Capital Metro project and is responsible for the design, procurement and delivery of the first stage of the light rail service between Gungahlin and the city. The Communications and Stakeholder Engagement Branch is seeking a self starter with creativity, lots of initiative, and sound judgement to join the team as a Senior Media and Communications Advisor for Light Rail. Duties include, but are not limited to, developing media plans, providing strategic media advice, drafting and editing communications material, preparing project and work plans and other duties as required.

Eligibility/Other Requirements: Relevant tertiary or equivalent qualifications.

Contact Officer: Melanie Taylor (02) 6205 2053 [melaniea.taylor@act.gov.au](mailto:melaniea.taylor@act.gov.au)

## ***APPOINTMENTS***

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

**Administrative Services Officer Class 5 \$71,907 - \$76,114**

Alison Maree Beer 822-81503, Section 68(1), 11 July 2016

**Administrative Services Officer Class 4 \$64,700 - \$70,057**

Ellen Jane Ellison 748-77550, Section 68(1), 30 June 2016

**Administrative Services Officer Class 4 \$64,700 - \$70,057**

Giuseppe Erba 846-88710, Section 68(1), 1 July 2016

**Administrative Services Officer Class 4 \$64,700 - \$70,057**

Suzana Grgic 844-76101, Section 68(1), 1 July 2016

**Administrative Services Officer Class 3 \$58,278 - \$62,720**

Aman Jhaji 846-88198, Section 68(1), 5 July 2016

**Administrative Services Officer Class 3 \$58,278 - \$62,720**

Wendy Mohring 848-78071, Section 68(1), 4 July 2016

**Information Technology Officer Class 2 \$77,482 - \$88,676**

Christian Peters 844-83168, Section 68(1), 4 July 2016

**Information Technology Officer Class 2 \$77,482 - \$88,676**

Adrian Waugh 844-01740, Section 68(1), 5 July 2016

### **Community Services**

**Administrative Services Officer Class 6 \$77,482 - \$88,676**

Teresa Rivers 796-60473, Section 68(1), 4 July 2016

### **Health**

**Health Professional Level 2 \$59,971 - \$82,328**

Seena Abraham 848-78055, Section 68(1), 4 July 2016

**Registered Nurse Level 1 \$61,683 - \$82,398**

Thomas Alex 842-87319, Section 68(1), 1 July 2016

**Health Professional Level 2 \$59,971 - \$82,328**

Tsering Angmo 839-25622, Section 68(1), 29 June 2016

**Registered Nurse Level 1 \$61,683 - \$82,398**

Elizabeth Chettiakunnel 843-91781, Section 68(1), 1 July 2016

**Senior Officer Grade C \$97,514 - \$104,967**

Ann-Maree Hughes 848-78063, Section 68(1), 4 July 2016

**Health Professional Level 2 \$59,971 - \$82,328**

Shantell Hunter 847-27361, Section 68(1), 7 July 2016

**Enrolled Nurse Level 1 \$55,944 - \$59,772**

Sharon Jovic 848-77925, Section 68(1), 7 July 2016

**Administrative Services Officer Class 2 \$51,436 - \$56,796**

Paige Lancsar 848-20005, Section 68(1), 1 July 2016

**Administrative Services Officer Class 2 \$51,436 - \$56,796**

Anna-Maria Lewis 847-00417, Section 68(1), 1 July 2016

**Health Professional Level 2 \$59,971 - \$82,328**

Jacqueline Liggett 846-99591, Section 68(1), 4 July 2016

**Administrative Services Officer Class 4 \$64,700 - \$70,057**

Elvira Nikolic 838-54123, Section 68(1), 1 July 2016

**Administrative Services Officer Class 2 \$51,436 - \$56,796**

Jessica Pendergast 847-00687, Section 68(1), 1 July 2016

**Registered Nurse Level 1 \$61,683 - \$82,398**

Aarju Pradhananga 843-89243, Section 68(1), 7 July 2016

**Registered Nurse Level 1 \$61,683 - \$82,398**

Veronica Randle 844-34702, Section 68(1), 1 July 2016

**Administrative Services Officer Class 2 \$51,436 - \$56,796**

Claire Ratas 844-32715, Section 68(1), 1 July 2016

**Health Professional Level 2 \$59,971 - \$82,328**

Grant Shaw 848-78119, Section 68(1), 14 July 2016

**Enrolled Nurse Level 1 \$55,944 - \$59,772**

Caitlyn Shepherd 847-27273, Section 68(1), 1 July 2016

**Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)**

Janice Sherman 847-26369, Section 68(1), 1 July 2016

**Administrative Services Officer Class 5 \$71,907 - \$76,114**

Sophie Liszcaynsky: 840-50514, Section 68(1), 1 July 2016

**Justice and Community Safety**

**Administrative Services Officer Class 6 \$77,482 - \$88,676**

Megan Katie Boshell 848-78362, Section 68(1), 24 July 2016

**Ambulance Paramedic \$68,575 - \$77,143 plus penalties**

Cassandra Bradbury 846-89369, Section 68(1), 27 June 2016

**Transport Canberra and City Services**

**Bus Operator - Training \$64,269**

Igor Cvetkovski 848-78135, Section 68(1), 4 July 2016

**Park Ranger 1 \$58,278 - \$62,720**

Daniel Graeme McPherson 848-76578, Section 68(1), 4 July 2016

**TRANSFERS**

**Health**

**Alexandra Durrant: 848-19936**

From: \$77,482 - \$88,676

Justice and Community Safety

To: Health Professional Level 2 \$59,971 - \$82,328

Health, Canberra (PN. 23283) (Gazetted 5 May 2016)

**Sarah Drinkell: 835-71377**

From: Administrative Services Officer Class 3 \$58,278 - \$62,720

Health

To: Administrative Services Officer Class 3 \$58,278 - \$62,720

Health, Canberra (PN. 03770) (Gazetted 28 April 2016)

**Grace Beltrami: 839-27986**

From: Administrative Services Officer Class 2/3 \$51,436 - \$62,720

Health

To: Administrative Services Officer Class 3 \$58,278 - \$62,720

Health, Canberra (PN. 14426) (Gazetted 28 April 2016)

**PROMOTIONS**

**Canberra Institute of Technology**

**Health Community and Science**

**Health Community and Science Management**

**Daniel Neal Noble: 827-15922**

From: Administrative Services Officer Class 2/3 \$51,436 - \$62,720

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$64,700 - \$70,057

Canberra Institute of Technology, Canberra (PN. 19799) (Gazetted 13 April 2016)

This Promotion is to a non-advertised position and is made in accordance with the Public Sector Management Standards, Section 71, Promotion after acting.

**Health Community and Science  
Community Work**

**Kayla O'Connell: 827-12746**

From: Administrative Services Officer Class 2/3 \$51,436 - \$62,720

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$64,700 - \$70,057

Canberra Institute of Technology, Canberra (PN. 19125) (Gazetted 30 July 2016)

This promotion is to a non-advertised vacancy and is made in accordance with the Public Sector Management Standards, Section 71, Promotions after Acting.

**Chief Minister, Treasury and Economic Development**

**Access Canberra**

**Construction, Environment and Workplace Protection**

**Kassandra Keppell: 820-93190**

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$97,514 - \$104,967

Chief Minister, Treasury and Economic Development, Canberra (PN. 24439) (Gazetted 10 December 2015)

**Access Canberra**

**Community, Business and Transport Regulation**

**Business Engagement, Education and Compliance**

**Christian Lignieres: 820-83195**

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development, Canberra (PN. 55411) (Gazetted 7 June 2016)

**Shared Services**

**Strategic Business and Programmes Branch**

**Project Management Office**

**Christopher Andrew Pellow: 827-60811**

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$97,514 - \$104,967

Chief Minister, Treasury and Economic Development, Canberra (PN. 13562) (Gazetted 31 March 2016)

**Communications**

**Communications**

**Elliot Woods: 846-88163**

From: Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$97,514 - \$104,967

Chief Minister, Treasury and Economic Development, Canberra (PN. 19773) (Gazetted 27 April 2016)

**Environment and Planning**

**Planning Delivery**

**Development Assessment**

**Residential Team**

**Girish Sagaram: 835-68629**

From: Administrative Services Officer Class 4 \$64,700 - \$70,057  
Environment and Planning  
To: Administrative Services Officer Class 5 \$71,907 - \$76,114  
Environment and Planning, Canberra (PN. 16477) (Gazetted 6 May 2016)

## **Health**

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

#### **E-Health and Clinical Records**

**Usha Gudipati: 791-54562**

From: Administrative Services Officer Class 3 \$58,278 - \$62,720  
Health

To: Administrative Services Officer Class 5 \$71,907 - \$76,114  
Health, Canberra (PN. 36923) (Gazetted 19 May 2016)

### **Office of the Director General**

#### **Communications**

**Tracey Pulli: 821-24946**

From: Senior Officer Grade C \$97,514 - \$104,967  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade A \$133,383  
Health, Canberra (PN. 36667) (Gazetted 7 April 2016)

## **Justice and Community Safety**

### **ACT Corrective Services**

#### **Custodial Operations**

#### **Alexander Maconochie Centre**

**Glen Kemp: 771-08685**

From: Correctional Officer Class 1 \$58,913 - \$70,254  
Justice and Community Safety

To: Correctional Officer Class 2 \$73,662 - \$78,906  
Justice and Community Safety, Canberra (PN. 17617) (Gazetted 4 May 2016)

## ***RETIREMENTS AND DISMISSALS***

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

*Section 143 of the Public Sector Management Act 1994* Jon Marek Barton AGS: 768-68113, 06July 2016

### **Community Services**

*Section 143 of the Public Sector Management Act 1994* Jennifer Lorraine Eccles AGS: 033-35762, 01July 2016

*Section 143 of the Public Sector Management Act 1994* Michelle Lynn Fisher AGS: 779-14492, 30 June 2016

*Section 143 of the Public Sector Management Act 1994* Susan Teresa Pellegrino AGS: 787-40324, 04July 2016

*Section 143 of the Public Sector Management Act 1994* Susan Jane White AGS: 517-56780, 01July 2016



