



ACT Government Gazette

Gazetted Notices for the week beginning 08 December 2016

VACANCIES

Calvary Health Care ACT (Public)

Physiotherapy

Senior Physiotherapist

Health Professional Level 3.1 - Health Professional Level 3.3 \$85,967-\$90,583, Canberra (PN: TBA)

Gazetted: 24 November 2016

Closing Date: 22 January 2017

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

Contact Officer: Jason Whittingham 62016960 jason.whittingham@calvary-act.com.au

Reference Number: 14129

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

Nursing

Perioperative

Registered Nurse

Registered Nurse Level 2.1 - Registered Nurse Level 2.4 \$86,944-\$92,151, Canberra (PN: TBA)

Gazetted: 05 December 2016

Closing Date: 2 January 2017

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

Reference Number: 1413

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

Contact Officer: Fiona Carruthers 62016892 fiona.carruthers@calvary-act.com.au

Health Information Services

Staff Specialist

Senior Staff Specialist \$215,868, Canberra (PN: TBA)

Gazetted: 7 December 2016

Closing Date: 3 January 2017

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

Reference Number: 13736

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

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

Health Information Services

Clinical Coder/ Health Information Manager

Clinical Coder Year 4 \$69,555, Canberra (PN: TBA)

Gazetted: December 2016

Closing Date: 06 December 2016

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

Reference Number: 14169

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

Contact Officer: Toni Paterson (02) 6201 6970 toni.paterson@calvary-act.com.au

Chief Minister, Treasury and Economic Development

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

**Land Development Agency
Office of the Deputy Director-General Executive
Senior Manager Governance and Quality Assurance
Senior Officer Grade A \$135,384, Canberra (PN: 37849)**

Gazetted: 05 December 2016

Closing Date: 12 December 2016

Details: The Land Development Agency is seeking a highly motivated Senior Manager, Governance and Quality Assurance for a 12 month period to develop and manage the Land Development Division's governance framework and systems to ensure they meet specified quality objectives in decision making and applicable legislative requirements. This is an exciting project for a skilled and self motivated governance and quality assurance manager to support the Land Development Division's deliverables. The successful candidate will have strong communication skills and demonstrated experience in building and maintaining effective working relationships with key stakeholders.

Eligibility/Other Requirements: Strong policy, governance and quality assurance experience in the public sector is highly desirable.

Note: This position is temporary for 12 months with the possibility of extension. This position is being re-advertised and previous applicants need not apply. Please submit your application by COB on the closing date.

Contact Officer: Neil Bulless (02) 6205 7346 neil.bulless@act.gov.au

**Shared Services
Information Communication and Technology
Portfolio Hub
Program Manager
Senior Officer Grade A \$135,384, Canberra (PN: 23937)**

Gazetted: 01 December 2016

Closing Date: 8 December 2016

Details: Shared Services Information Communication and Technology (ICT) is seeking an experienced Program Manager for a data centre relocation program. The successful Program Manager should have experience in delivering large ICT programs, managing technical teams and managing Government procurement activities.

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

Contact Officer: David Turner (02) 6207 1196 david.turner@act.gov.au

**Shared Services
Finance and Human Resources Services
HR Systems Team
Team Leader
Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 31076)**

Gazetted: 02 December 2016

Closing Date: 16 December 2016

Details: Shared Services, HR System team is seeking a suitably qualified Team Leader to lead and manage the implementation and support of Kronos Workforce Central to relevant ACT Government Directorates and provide support to HRMIS as required.

Note: Applications should include a supporting statement outlining experience and/or ability in accordance with the Selection Criteria, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the Contact Officer.

Contact Officer: Linda Vella (02) 6205 2788 linda.vella@act.gov.au

Office of Under Treasurer

Treasury Cabinet and Assembly Liaison Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 55386)

Gazetted: 07 December 2016

Closing Date: 14 December 2016

Details: This is an excellent opportunity for officers wishing to expand their career credentials with direct knowledge of the workings of Cabinet and the Legislative Assembly. Undertaking this temporary placement will enable you to add to your qualifications the skills of coordination and liaison, with all levels of staff; the exercise of sound judgement and the ability to work with initiative and under limited direction. You will also gain exposure to policy matters of the highest profile and priority to the Government and play an integral part in the process of decision making for the annual ACT Budget. Officers with career aspirations are encouraged to apply.

Note: This is a temporary position available 9 January 2017 until 5 January 2018.

Contact Officer: Margaret Stewart (02) 6207 0280 margaret.stewart@act.gov.au

Land Development and Corporate

Public Housing Renewal Taskforce

Governance and Community

Tenant Relocation Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 35466)

Gazetted: 05 December 2016

Closing Date: 12 December 2016

Details: The Public Housing Renewal Taskforce is looking for a motivated, enthusiastic, capable and experienced individual to manage tenant relocation and support public housing tenants in relocating as part of the public housing renewal program. The Taskforce offers a supportive working environment and is responsible for delivering the high profile program in conjunction with other agencies. Candidates should be able to demonstrate their communication skills and their experience managing staff and working with clients with complex needs. The successful candidate will be responsible for coordinating tenant relocation with Housing ACT and will be expected to work closely with public housing tenants and collaborate with community organisations to deliver tenant engagement activities.

Eligibility/Other Requirements: Experience in a human services field and/or a relevant tertiary qualification is desirable. Experience in Microsoft Word, Microsoft Excel, Microsoft Project and database use is desirable. A current driver's licence is required.

Notes: This is a temporary position available until 30 June 2019. 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

Contact Officer: David Collett (02) 6207 1383 david.collett@act.gov.au

Access Canberra

Community Business and Transport

Advice Investigations and Enforcement

Investigator

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 01872)

Gazetted: 07 December 2016

Closing Date: 14 December 2016

Details: Access Canberra seeks to employ responsive and helpful people who will contribute new and innovative ideas to how we do things and will actively look for new ways to solve problems. Under the broad direction of the Manager: Plan and conduct proactive compliance activities. Conduct investigations, either individually, or as a team member, under various pieces of legislation administered by the Office. Deal appropriately with confidential and sensitive information. Participate in fostering an environment of working together across the various disciplines within Access Canberra. Establish effective working relationships with stakeholders, both internal and external. Perform the functions of an authorised Inspector in accordance with relevant legislation. Prepare correspondence, reports, and briefings under the supervision of a Senior Investigator and Manager. Maintain

records, including those relating to team activities and outcomes, in accordance with the *Territory Records Act 2002*.

Details: This is a temporary position available until 31 March 2017.

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

Procurement and Capital Works

Executive Support

Active Certification Administrator

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 01937)

Gazetted: 02 December 2016

Closing Date: 9 December 2016

Details: Procurement and Capital Works, in the Economic Development stream of Chief Minister, Treasury and Economic Development Directorate is seeking an organised and professional individual to administer the audit program under the ACT Government's Work Health and Safety Active Certification Policy. The successful candidate will have well-developed communication and liaison skills in order to work with Territory Capital Works Project Officers at a range of classifications as well as external safety auditors engaged under the Policy. The position also provides support to the Web Administrator and assists with managing the Territory's electronic tender system, as well as providing occasional reception and administrative support as part of the Executive Support team in Procurement and Capital Works.

Note: This is a temporary position available 30 January 2017 to 1 February 2018.

Contact Officer: Jan Pearse (02) 6207 2625 jan.pearse@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

Licensing and Registrations

Rental Bonds

Client Service Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 42520, several)

Gazetted: 05 December 2016

Closing Date: 12 December 2016

Details: Under the general direction of the Manager; provide high level client service, either at the counter, over the phone or in writing. Receive and process applications for a range of licences, registrations, lodgements and permits administered by the office in accordance with the relevant legislation. Undertake cashier duties in accordance with *Financial Management Act 1996* including managing cash and daily banking Carry out general administrative functions such as data entry, scanning, indexing, searching of databases, opening and distribution of mail. Contribute to workgroup activities and assist workgroup members Maintain accurate records across a variety of databases and registers in accordance with the *Territory Records Act 2002*. Contribute to workplace diversity and participative work practices and promote WH&S principles.

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

Contact Officer: Amanda Anastasi 6207 0434 amanda.anastasi@act.gov.au

Shared Services

Finance and Payroll Services

Tax and Salary Packaging

Salary Packaging Administration Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 09351)

Gazetted: 05 December 2016

Closing Date: 12 December 2016

Details: The Salary Packaging Team is looking for highly motivated team member with a customer service focus in a fast paced environment. The successful applicants will be responsible for delivering administrative support and salary packaging services to ACT Government employees.

Contact Officer: Desley Croker (02) 6205 7634 desley.croker@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.

Community Services

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

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

Corporate Services

Media and Communications

Senior Media and Communications Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 55628, several)

Gazetted: 07 December 2016

Closing Date: 14 December 2016

Details: Hit the ground running with these temporary and permanent stints in Media and Communications for the Community Services Directorate. If you want to get across the range of media and communications roles and have a direct hand in leading work, this is the role for you. The Senior Media and Communications Officer will provide high-level support to the Senior Manager, Media and Communications, and work on a range of media and communications activities for the Directorate. The successful candidate may be a journalist or work in media and communications in the government or the private sector. It is essential that candidates demonstrate strong media writing and strategic communication skills. Strong oral skills and an ability to work consultatively at all levels are also requirements of this position. Candidates must demonstrate an ability to manage communication issues at a high level. Experience in developing and managing the production of publications and events would be an advantage. The position has significant contact with directorate and ministerial officers, requiring a high degree of sensitivity and confidentiality, as well as excellent negotiating and liaison skills, a flexible approach to work and the ability to respond to tight deadlines in a high pressure environment.

Eligibility/Other Requirements: Relevant tertiary qualifications and demonstrated experience.

Note: Positions may be offered on a permanent or temporary basis. Selection may be based on application only.

Contact Officer: Kanchan Dutt (02) 6205 0282 kanchan.dutt@act.gov.au

Housing and Community Services

Asset Management

Contract Management

Project Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 03533)

Gazetted: 02 December 2016

Closing Date: 9 December 2016

Details: Asset Management is seeking an enthusiastic and motivated person to provide assistance to the Contract Management Team who are responsible for the coordination and management of the delivery of maintenance services within Housing ACT Properties. The successful applicant will provide support to the Managers of the Branch through a range of activities including managing contracts/consultancies, undertaking projects and preparing briefs and reports.

Contact Officer: Heidi Bell (02) 6205 4563 heidi.bell@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.

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

Education Strategy

Student Engagement

Network Student Engagement Teams

Physiotherapist

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 36989, several)

Gazetted: 06 December 2016

Closing Date: 22 December 2016

Details: The Education Directorate is expanding their Network Student Engagement Teams (NSET) to include Allied Health Professionals. To provide allied health support to ACT Specialist schools, applications for a Health Professional Level 3 Physiotherapist and are being sought. This position will work closely with the schools to provide in-school services to assist students who require allied health support to access the school curriculum. These positions will have an exciting opportunity to assist with the development of this new NSET function which will facilitate allied health support in the school environment. This position will suit Clinicians with experience in the area of Disability. They are part of a wider initiative to build allied health capacity into the NSET teams.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Physiotherapy. Current registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA). Eligibility for membership with the Australian Physiotherapy Association. Capacity to provide the lifting required for handling and positioning inherent in clinical intervention of clients and trail of equipment, in accordance with relevant Workplace Health and Safety Standards. 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. Current driver's licence is essential.

Note: These are temporary positions available for a period of 12 months, with the possibility of extension and/or permanency. Full-time and part-time hours will be considered.

Contact Officer: Teresa Carr (02) 6207 5430 teresa.carr@ed.act.edu.au

Office for Schools

Tuggeranong Network

Wanniassa School

Japanese and other subject areas

Classroom Teacher \$61,597 - \$97,374 , Canberra (PN: 06600)

Gazetted: 5 December 2016

Closing Date: 12 December 2016

Details: Wanniassa School is a P to 10 School that operates within the Wanniassa Cluster in the Tuggeranong Network of Schools. Japanese is taught from K to 10 and the successful applicant is required to personalise learning and teach across other area/s.

Note: 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.

Contact Officer: Shane Gorman (02) 6205 6200 shane.gorman@ed.act.edu.au

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

Office for Schools

South Weston Network

Farrer Primary School

Business Manager

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 30533)

Gazetted: 07 December 2016

Closing Date: 14 December 2016

Details: Farrer Primary School is seeking an experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for Human Resource, Finance, Risk and Directorate Compliance management.

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: https://www.worksafe.act.gov.au/health_safety. 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 Desirable: Certificate IV or equivalent e.g. Business Administration (Education), Government (School Support Services), Financial Services Knowledge of School operations First Aid qualification, or willingness to undertake appropriate training. Successful applicant may be selected from application and referee reports only.

Contact Officer: Linda Heath (02) 6205 7911 linda.heath@ed.act.edu.au

Office for Schools

South Weston Network

Red Hill Primary School

Building Services Officer 3

General Service Officer Level 8 \$63,239 - \$66,823, Canberra (PN: 01562, expected vacancy)

Gazetted: 02 December 2016

Closing Date: 9 December 2016

Details: Red Hill School is seeking an energetic, organised and self-motivated person to fill the position of Building Services Officer. Under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; manage maintenance repairs to the school buildings as well as carry out daily grounds maintenance. The successful applicant will undertake regular inspections to determine priorities, perform, or organise and oversee emergency repairs and provide support to the school's sustainability initiatives. The successful applicant will also be expected to supervise contractors and conduct WHS inductions.

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

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Desirable: This position requires a good understanding of the school environment and a demonstrated ability with computer systems in particular Microsoft Office Suite; or a willingness to undertake additional training.

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

Contact Officer: Letitia Edwards (02) 6205 7213 letitia.edwards@ed.act.edu.au

Office for Schools

South/Weston Network

Red Hill School

Classroom Teacher

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 07241)

Gazetted: 02 December 2016

Closing Date: 13 December 2016

Details: Red Hill Primary is an International Baccalaureate Primary Years Program (PYP) school, with an enrolment of approximately 715 students (P-6). We are seeking a highly motivated K-6 Primary Classroom Teacher to join our school team. The successful candidate will need to demonstrate experience in, and commitment to, an inquiry based curriculum and a willingness and capacity to work in a highly collaborative learning environment. The

successful officer should also have strong communication skills and high level expertise in the teaching of literacy and numeracy.

Eligibility/Other Requirements: Experience in the International Baccalaureate Program is desirable but not mandatory. A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Louise Owens (02) 6205 7144 louise.owens@ed.act.edu.au

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

Office for Schools

Belconnen Network

Hawker College

Classroom Teacher - Hospitality and Textiles

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 08201)

Gazetted: 02 December 2016

Closing Date: 12 December 2016

Details: Hawker College seeks a dynamic and enthusiastic Hospitality and Textiles teacher for 12 months. The position will focus on both Kitchen Operations and Front Of House streams of the VET Certificates I and II courses, along with an additional class of Textiles and Fashion students. Applicants must be committed to collaborative and reflective practice.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

Contact Officer: Andy Mison (02) 6142 0355 andy.mison@ed.act.edu.au

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

Office for Schools

Belconnen Network

Macgregor Primary School

Administrative Coordinator – Staffing and Excursion Administrative Assistant

School Assistant 4 \$60,309 - \$65,305, Canberra (PN: 37967)

Gazetted: 02 December 2016

Closing Date: 16 December 2016

Details: Macgregor Primary School is seeking a highly experienced officer for the temporary position of Administrative Assistant to work in a dynamic, fast paced environment. Under the direction of the Business Manager the successful applicant will undertake a variety of tasks as both the Staffing Support Officer providing general administrative duties; and as the excursion co-ordinator for whole school events, camps and general excursions. The successful applicant will have strong customer service and project skills and be proficient in the use of a variety of computer applications, databases and spreadsheets with the ability to advise on and implement effective office work practices.

Eligibility/Other Requirements: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the principal. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Desirable: Certificate in Business Administration. Knowledge of office practices and procedures. Knowledge of Microsoft Office packages. First Aid qualification, or willingness to undertake appropriate training. Applicants are strongly encouraged to contact the Business Manager for further information regarding the details of this position. Contact Officer: Tanya Price (02) 6205 7512 tanya.price@ed.act.edu.au

Office for Schools

Belconnen Network

Macquarie Primary School

Staffing and Administrative Support Officer

School Assistant 4 \$60,309 - \$65,305, Canberra (PN: 35950)

Gazetted: 02 December 2016

Closing Date: 9 December 2016

Details: Macquarie Primary School is seeking a highly motivated person to fill the position of Staffing and Administrative Support Officer. The successful applicant will work closely with the Principal, Business Manager and the school Executive in managing day to day staffing relief using the Directorate's computerised systems. The successful applicant will possess excellent organisational, communication and customer service skills and will have the ability to work within a dynamic work environment with competing demands. The successful applicant will effectively and accurately enter data, produce records/reports and provide administrative support to staff. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible part of a collaborative administrative team.

Eligibility/Other Requirements: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be two days within each stand down period, subject to negotiation with the principal. Prior to commencing in this role, a current registration issued under the working *With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Desirable: Certificate III or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services) Knowledge of office practices and procedures. Knowledge of Microsoft Office packages. First Aid qualification, or willingness to undertake appropriate training. Experience in a primary school environment including preferred.

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

Contact Officer: Shelley Jacobs (02) 6205 6077 shelley.jacobs@ed.act.edu.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Clinical Support Service Pharmacy - TCH

Lead Pharmacist – Medicine

Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 28945)

Gazetted: 8 December 2016

Closing Date: 26 January 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: Pharmacists, Technicians and Administration Staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Clinical Services, the Medicines Lead Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. 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”.

Eligibility/Other Requirements: Be registered as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards, with extensive clinical pharmacy experience deemed equivalent. SHPA membership is desirable. 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: The successful applicant will be required to work across multiple CHHS sites.

Contact Officer: Carol Chan (02) 6244 2121 carol.chan@act.gov.au

Canberra Hospital and Health Services

Medicine

Medicine Unit

Parkinson’s Advance Practice Nurse

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 24912)

Gazetted: 08 December 2016

Closing Date: 15 December 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 innovative and committed Registered Nurses who are interested in making a difference through the coordination and management of patients with Parkinson’s Disease and other movement disorders. This position would suit someone with a strong knowledge base and experience working with patients who have a degenerative neurological condition. The Parkinson’s Disease Advance Practice Nurse (APN) will work within the Department of Neurology at Canberra Hospital in collaboration with other members of the multidisciplinary team, including specialist neurologists to provide a patient centred service for patients, their families and carers. It is envisaged that the APN will collaborate and work in conjunction with neurologists in outpatient clinics and facilitate a nurse-led clinic. The APN will also work with the neurologist and ward staff to facilitate selected complex therapies e.g. Apomorphine infusions, plus Duodopa and Deep Brain Stimulation (DBS), as and when those services develop. An interest in educating is essential, this is a key part of the role as you will act as a link and resource for health professionals, patients and their carers, providing specialist knowledge, support and training. Training and education will be provided if required for the successful applicant.

Eligibility/Other Requirements: Be registered or be eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). It is desirable that the successful applicant has clinical experience in Parkinson’s disease and movement disorders. 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 position, working Monday-Friday based at Canberra Hospital.

Contact Officer: Clare Gallagher (02) 6174 7072 clare.gallagher@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Head and Neck Cancer Nurse Specialist

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 00891)

Gazetted: 08 December 2016

Closing Date: 15 December 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, 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: Cancer, Ambulatory and Community Health Support seek applications from suitably qualified Registered Nurses to fill the position of Head and neck Cancer Nurse Specialist (formally nurse care co-coordinator). The role is responsible for coordinating the complex care needs of clients with a diagnosis of cancers of the head and neck region. 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. The Cancer Nurse Specialist role is responsible for co-ordinating the care of clients with complex needs, related to a diagnosis of cancer of the head and neck region across the cancer journey.

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

Notes: This is a permanent part-time position available at 24 hours per week with negotiable working days. The salary noted above will be paid pro rata.

Contact Officer: Sharon Bale (02) 6244 4269 sharon.l.bale@act.gov.au

**Canberra Hospital and Health Services
Medicine**

Acute Support Service

Clinical Educator, Nutrition and Dietetics

Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 21989, expected vacancy)

Gazetted: 08 December 2016

Closing Date: 15 December 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 Health is seeking applications from enthusiastic Dietitians to undertake the role of Clinical Educator for Nutrition and Dietetics. This is an opportunity for someone who has excellent clinical knowledge and skills across a range of settings and a passion for teaching and training. The role coordinates the clinical education program for student Dietitians and Nutrition Assistants as well as supporting new graduate Dietitians. The position links to both the senior Nutrition and Dietetics team and to the Dedicated Clinical Educator team.

Eligibility/Other Requirements: Eligible for Accredited Practising Dietitian (APD) status with the Dietitians Association of Australia. Desirable: Relevant education/clinical education qualification or commitment to undertaking further qualification/s in education. Hold a 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*.

Note: This is an expected full-time permanent vacancy however part-time or flexible work arrangements will be considered within operational requirements. The position is available from 1 January 2017. A merit list may be established to fill future temporary vacancies at level, which may arise over the next 12 months. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Narelle Luff (02) 6244 2567 narelle.luff@act.gov.au

**Canberra Hospital and Health Services
Executive Director of Medical Services
Executive Director of Medical Services**

Manager Medical Education

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 29855)

Gazetted: 08 December 2016

Closing Date: 15 December 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 Manager Medical Education is required to manage the co-ordination and facilitation of the Junior Medical Officer Prevocational Education and Training Program.

Eligibility/Other Requirements: Possession of tertiary qualifications or equivalent in an education, health or related discipline is desirable.

Contact Officer: Janelle Corey (02) 6244 2507 janelle.corey@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Child, Youth and Women's Health Program

Asthma Nurse Educator

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 29178)

Gazetted: 08 December 2016

Closing Date: 15 December 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 a registered nurse with Asthma Educator qualifications and comprehensive experience in a primary health environment? If so you may be interested in a temporary Registered Nurse Level 2 (RN2) position with the Asthma Nurse Educator Service. The Asthma Nurse Educator Service provides children, young people and families with asthma education and support to increase their understanding of asthma and its management. This knowledge empowers families to manage asthma symptoms early which improves the long term health of the child, decreases school absenteeism and reduces the need for hospitalisation. The asthma educators provide information on: symptoms, trigger factors, devices used to deliver medication, combining sport with asthma, emergency management and asthma action plan's. The service works closely with GPs, Paediatricians, Specialists, hospital staff and the ACT Asthma Foundation. This service provides education on asthma management to CIT child care students, ANU medical students and provides Asthma study days at both Calvary and Canberra Hospitals.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Accredited Asthma Educator qualification. Current Drivers licence. Certificate IV in Training and Assessment is desirable. 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: This is a temporary position available 1 February 2016 until to 30 June 2017. This position is part-time at 32 hours per week and the salary noted above will be paid pro rata. The position is based in the Community Health building at 1 Moore Street, Civic. Selection may be based on written application and referee reports only.

Contact Officer: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Nursing

Discharge Liaison Nurse

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 29190)

Gazetted: 08 December 2016

Closing Date: 15 December 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

for a competent Registered Nurse Level 2 to join the team on 14B/4A as a DLN (Discharge Liaison Nurse) must have experience within Haematology/Oncology and have knowledge around the discharge process into community and the outreach service.

Eligibility/Other Requirements: Registered or eligible to register as a General Nurse with the 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: This is a temporary position available for a period of 12 months.

Contact Officer: Susan Langdon (02) 6244 3396 susan.langdon@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Occupational Therapist, Psychologist, Social Worker

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 36755)

Gazetted: 08 December 2016

Closing Date: 22 December 2016

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and position: The Gungahlin Mental Health Team (GMHT) is part of the Adult Community Mental Health Teams, that 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 Health Professional Officer 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: Strong understanding of adult community mental health services. Current driver's licence. Minimum of five years of experience working in a mental health service. Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with 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: This is a temporary position available for a period of 12 months.

Contact Officer: Sonney Morrison (02) 6205 1110 sonney.morrison@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Preceptor Pharmacist

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 24774)

Gazetted: 08 December 2016

Closing Date: 12 January 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Pharmacy department sits in the Division of Clinical Support Services.

Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). The following areas are included within this Division: Pharmacy; Biomedical Engineering; Medical Physics and Radiation Engineering; Nursing Operational Support and Clinical Records.

Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: Pharmacists, Technicians and Administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Lead Pharmacist for Education and Training, the Preceptor Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. 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"*.

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Highly desirable: A minimum of 4 years experience as a registered Pharmacist in a Hospital Pharmacy. A willingness to complete the Pharmacy Preceptor Validation/Certificate as per AHPRA Pharmacy Board of Australia recommendations. SHPA membership. Post graduate qualifications in a field related to this position. 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: This is a temporary position available for a period of 6 months. This position is part-time at 14.42 hours per week and the salary noted above will be paid pro rata. The successful applicant will be required to work across multiple CHHS sites.

Contact Officer: Jessica Parker (02) 6244 2121 Jessica.Parker@act.gov.au

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Cancer Allied Health
Senior Social Worker**

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 32058)

Gazetted: 08 December 2016

Closing Date: 22 December 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 Cancer Psychosocial Service has a dynamic position available for an experienced Senior Social Worker in its hospital based service. Based in the newly opened Canberra Region Cancer Centre, this service provides psychosocial care for individuals and groups to people with a diagnosis of cancer pre-treatment and during treatment, their spouses, family members and meaningful others that are affected by cancer. Service is provided to both inpatients and outpatients within the Canberra Hospital. Social Workers in the service work within the multidisciplinary team environment to provide contemporary evidence based service guided by the principles of best practice in oncology, survivorship and palliative care service provision. Social Workers provide counselling, practical support and interventions to address the needs of those accessing the range of oncology services at the Canberra Hospital. These positions offer to the right people access to professional development, a supportive progressive work

environment that incorporates diverse theoretical approaches along with opportunity for practitioner research projects. Applications are invited from experienced Social Workers with acute care experience, preferably in oncology, to provide high quality oncology clinical assessments and interventions within the hospital setting. Eligibility/Other Requirements: An AASW accredited Bachelor of Social Work degree or Master of Social Work (qualifying) is required for entry into the profession of Social Work, and to meet the minimum eligibility requirements for AASW membership. 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*.

Note: This is a permanent part-time position at 18.22 hours per week. Work days are negotiable. The salary noted above will be paid pro rata. This position may be required to participate in overtime, on call and/or rotation roster. Contact Officer: Toni Ashmore (02) 6174 8540 toni.ashmore@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Dietitian

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 28243)

Gazetted: 08 December 2016

Closing Date: 22 December 2016

Details: 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 Acute Support Nutrition Department is seeking an experienced and enthusiastic, Dietitian/s to join the team. The Nutrition Department provides high level clinical nutrition services to patients of Canberra Hospital and Health Services, and tertiary level outpatient services to people in the Canberra region. Clinical service areas include Medical, Surgical, Critical Care, Oncology, Rehabilitation, Aged Care and Paediatrics. The successful applicant/s will be able to demonstrate high level clinical skills across a broad range of clinical areas, and will have a demonstrated ability to show clinical leadership across the continuum of care. An ability to contribute to service development and an ability to work within a multidisciplinary environment is essential. ACT Health Nutrition Services have a strong commitment to clinical governance including a supportive clinical supervision framework. In addition there is a strong commitment to teaching and training of dietetic students.

Eligibility/Other Requirements: Eligible for Accredited Practising Dietitian (APD) status with Dietitians Association of Australia. Current driver's licence. Prior to commencement the successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and undergo a National Police Check.

Notes: This is a temporary position available initially for a period of 5 months commencing in February 2017, with the possibility of extension/or permanency from this process. A merit list may be established to fill further temporary full-time and part-time positions which may occur within the next 12 months. This position(s) may be required to participate in an over-time, on call, and/or rotation roster.

Contact Officer: Narelle Luff (02) 6244 2211 narelle.luff@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Nursing

Data Manager

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 17356)

Gazetted: 08 December 2016

Closing Date: 15 December 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 Administrative Service Officer is required to manage the Australian Bleeding Disorders Registry (ABDR) data entry

and to support clinical staff in the use of ABDR. The ABDR collects information about treatment and clinical observation on people with bleeding disorders using custom software. This system enables a comprehensive range of demographic and clinical information about a patient to be captured using strict security measures to protect patient confidentiality. This information ranges from managing correspondence and clinical visits to clinical observation such as joint health, bleeds, physiotherapy and the authorisation of clotting factor product that is issued to people with bleeding disorder. The Administrative Service Officer is required to manage the Australian Bleeding Disorders Registry (ABDR) data entry and to support clinical staff in the use of ABDR. The ABDR collects information about treatment and clinical observation on people with bleeding disorders using custom software. This system enables a comprehensive range of demographic and clinical information about a patient to be captured using strict security measures to protect patient confidentiality. This information ranges from managing correspondence and clinical visits to clinical observation such as joint health, bleeds, physiotherapy and the authorisation of clotting factor product that is issued to people with bleeding disorder.

Eligibility/Other Requirements: Data management which includes accurate data entry and quality data checking. Experience in a health related field is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available until 4 December 2017. The position is part-time at eight hours per week and the salary noted above will be paid pro rata.

Contact Officer: Kathlene Robson (02) 6174 8458 kathlene.robson@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
ACT Wide Mental Health Services

Registered Nurse

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 21894)

Gazetted: 08 December 2016

Closing Date: 15 December 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, 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. 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: Brian Hennessy Rehabilitation Centre (BHRC) is a 30 bed, mental health rehabilitation facility that provides individualised care, based on recovery principles, to consumers with moderate to severe mental illness. The service aims to provide collaborative care involving the consumer, their carers and other key services whilst utilising evidence based interventions within a rehabilitation context and with a recovery focus. The interventions offered in this setting are aimed toward consumers achieving independent living skills, improved mental health and integration back into the community.

Where possible, BHRC accesses services in the community rather than in-house programs in accordance with rehabilitation principles. The Centre offers 24hr care and support and staff work a rotating roster. Staff are required to undertake mandatory training to promote quality service delivery.

Eligibility/Other Requirements: Current Registration to practice as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Post Graduate qualification in Mental Health Nursing or working towards such 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*.

Notes: This is a temporary position available from 23 February 2017 to 13 December 2017.

Contact Officer: Toni Cooper (02) 6205 1222 toni.cooper@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Clinical Coder - Medical Records

Clinical Coder \$62,113 - \$76,995, Canberra (PN: 29582, several)

Gazetted: 08 December 2016

Closing Date: 15 December 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. E-Health and Clinical Records is a branch of the Office of the Deputy Director-General, Strategy and Corporate Division. Overview of the work area and position: An exciting opportunity exists for suitably qualified, efficient and experienced Clinical Coders to join the Clinical Coding team at Canberra Hospital. Full time or part time positions are available. The Clinical Record Service is part of the E-Health and Clinical Records Branch and is primarily responsible for managing ACT Health's centralised clinical records and completing all inpatient clinical coding. Clinical coding is an essential function for ACT Health to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. Under general direction you will be responsible for the timely and accurate coding of inpatient records. This will involve abstracting relevant information on-line from scanned clinical records and other associated clinical information systems and assigning complete and accurate codes in accordance with established coding procedures and standards. You will play a key role in determining appropriate DRG allocation, optimising coding throughput, ensuring targets and key performance indicators are met and participating in routine coding quality improvement activities.

Eligibility/Other Requirements: Completion of an approved HIMAA clinical coding certificate course or equivalent. You must be an Australian Citizen or Permanent Resident to apply. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: There are several full-time and part-time permanent positions available with the possibility of working on-site at Canberra Hospital or coding remotely e.g. working from home. Applicants may be required to complete a coding test to assess coding competency as a component of the recruitment process. Selection may be based on written application and referee reports only.

Contact Officer: Sharon Gibbons (02) 6244 3243 sharon.gibbons@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Pharmacy - TCH

Rotational Pharmacist

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 26219, several)

Gazetted: 08 December 2016

Closing Date: 12 January 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Clinical Services, the pharmacists will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. 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". Work Level Standards Principles - With professional supervision: promote client outcomes through the provision of high quality clinical pharmacy services across designated areas or units as part of a team; apply knowledge, skills, professional judgment and initiative in the delivery of routine services; provide individual or group service delivery in all components of the medication management pathway.

Eligibility/Other Requirements: Be registered as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Minimum 12 months paid professional relevant workplace experience and all relevant professional requirements. At least two years clinical experience as a Registered Pharmacist in the hospital setting and SHPA membership 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*. Work across multiple CHHS sites.

Note: There are several permanent and temporary positions available for filling.

Contact Officer: Carol Chan (02) 6244 2121 carol.chan@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

CAMHS Mental Health Clinician

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 25966, several)

Gazetted: 08 December 2016

Closing Date: 15 December 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. 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); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional 1 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: 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 where required or eligibility for membership of the appropriate professional organisation. Must hold a current driver's licence. Social Workers must be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Applicants must have a minimum of twelve months paid work experience, post qualification in a related/relevant organisation/service. Experience in working with children and young people is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: There are two permanent, full-time positions available at CAMHS North from February 2017 and April 2017 respectively. The successful candidate will be required to: Be available to work within all program areas of CAMHS

as service needs arise, be available for weekend and on call work when necessary. Part-time hours won't be considered. An order of merit may be established from this recruitment process to fill future identical vacancies at level which may arise over the next 12 months, in either the North or South Community Teams.

Contact Officer: Elloise Barry (02) 6205 1050 elloise.j.barry@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Physiotherapy Administration Support

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 20104)

Gazetted: 08 December 2016

Closing Date: 15 December 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: Under broad direction you will be responsible for scheduling client appointments, stationary, banking/cash handling, data entry and general administration tasks. You will provide comprehensive clerical, administrative and secretarial support to the manager of Physiotherapy and the allied health staff within the Physiotherapy department.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Melissa Warylo (02) 6244 2063 melissa.warylo@act.gov.au

Canberra Hospital and Health Services

Pathology

Pathology Admin

Pathology Accounts Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 21507)

Gazetted: 08 December 2016

Closing Date: 15 December 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. 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 Pathology Accounts Section provides financial and administrative support including processing accounts payable, resultant follow-up and liaison for inpatients and outpatients of the Canberra and Calvary Hospitals. The section also undertakes billing for the external clients of ACT Pathology. The Pathology Accounts Officer is responsible, under general direction, for the raising of invoices within the billing system, using appropriate documentation and procedures. The Officer will also be responsible for the follow-up of outstanding accounts, including liaison with appropriate third parties and interaction with patients, as required.

Eligibility/Other Requirements: Knowledge and understanding of hospital billing procedures and the Medicare Benefits Schedule (MBS) would be an advantage. Experience with databases relating to hospital and pathology operations for example Kestral, PBRC and ACTPAS systems with particular reference to pathology requests will be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Brett Loiterton (02) 6244 2839 brett.loiterton@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Pharmacy - TCH

Trainee Technician - Pharmacy

Trainee Technical Officer \$49,915 - \$55,088, Canberra (PN: 31653 several)

Gazetted: 08 December 2016

Closing Date: 12 January 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). The following areas are included within this Division: Pharmacy; Biomedical Engineering; Medical Physics and Radiation Engineering; Nursing Operational Support and Clinical Records. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. This is an 18 month training position to complete a Certificate III in Hospital-Health Services Pharmacy Support by a recognised training provider. The course study load requires approximately 5 hours per week of dedicated study time. The training position will provide 2.5 hours per week paid designated study time. The trainee technician will assist with the dispensing of prescriptions, preparation of non-aseptic compounded pharmaceuticals and participate in pharmacy inventory management, distribution and imprest services. The trainee technician is required to rotate through different functional areas of the pharmacy to perform the full range of duties and is expected to achieve validation in all areas of the duty statement as part of obtaining the Certificate III qualification.

Details for course providers are: Box Hill Tafe: http://www.bhtafe.edu.au/courses/local/Pages/HC335_OC.aspx and SWC Training: <http://www.swc.com.au/>. Reimbursement for the course fees will be provided to the successful applicant following successful completion of the certificate within the 18 month period. Under the direction of the Deputy Director of Pharmacy Support and Operations the pharmacy technicians will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. 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"*

Eligibility/Other Requirements: Applicants are required to demonstrate enrolment in Cert III in Hospital-Health Services Pharmacy Support if successful in the recruitment process. SHPA membership 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*.

Note: This is an 18 month training position to complete a Certificate III in Hospital-Health Services Pharmacy Support by a recognised training provider. The course study load requires approximately 5 hours per week of dedicated study time. The training position will provide 2.5 hours per week paid designated study time. The successful applicant/s will be expected to work across multiple CHHS sites.

Contact Officer: Cathi Metcalfe (02) 6244 2121 cathi.metcalfe@act.gov.au

**Canberra Hospital and Health Services
Clinical Support Service Pharmacy - TCH
Rotational Pharmacists**

Health Professional Level 1 \$57,085 - \$72,732 , Canberra (PN: 26247, several)

Gazetted: 8 December 2016

Closing Date: 16 February 2017

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

sub-acute, primary and community-based health services to the ACT and surrounding region. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Pharmacy Department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). The following areas are included within this Division: Pharmacy; Biomedical Engineering; Medical Physics and Radiation Engineering; Nursing Operational Support and Clinical Records. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Clinical Services, the pharmacists will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. 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"* Work Level Standards Principles - With professional supervision: Promote client outcomes through the provision of high quality clinical pharmacy services across designated areas or units as part of a team; apply knowledge, skills, professional judgment and initiative in the delivery of routine services; provide individual or group service delivery in all components of the medication management pathway. Eligibility/Other Requirements: Be registered as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). SHPA Membership and experience working in a Hospital Pharmacy 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: These are temporary positions available for a period of 12 months with the possibility of extension up to 24 months. The successful candidates will be required to work across multiple CHHS sites. Contact Officer: Carol Chan (02) 6244 2121 carol.chan@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Allied Health Assistant

Allied Health Assistant 2 \$49,301 - \$56,521, Canberra (PN: 14772)

Gazetted: 08 December 2016

Closing Date: 15 December 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 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 Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy is seeking a motivated and suitably qualified allied health assistant to fill a permanent full-time Allied Health Assistant position in our team based at Canberra Hospital. Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to

patients of Canberra Hospital. Our Physiotherapists and Allied Health Assistants work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Certificate III in Allied Health Assistance or equivalent qualification. 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: You will be required to participate in an overtime roster.

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

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Intensive Care

Specialist/Senior Specialist \$162,039 - \$199,961

Senior Specialist \$218,921, Canberra (PN: 25666)

Gazetted: 08 December 2016

Closing Date:

Overview of the work area and position: This tertiary Intensive Care Unit has 31 bed spaces fully equipped with state of the art equipment and admits approximately 2000 patients per year. Throughput includes postoperative cardiac and neurosurgery with an increasing workload in trauma associated with the Aero-Medical Retrieval Service. The unit also provides care for critically ill children in the region, either for short term organ support or as a bridge to retrieval to a Paediatric Intensive Care Unit. The Intensive Care Unit is accredited for training in Intensive Care and has six Intensive Care advanced trainees providing after hours cover. There are also 14 other trainees either as ICU basic trainees or rotating from other specialties. The unit has a strong commitment to teaching at undergraduate and postgraduate level and research (performing unit based, ANZICS clinical trial group and company sponsored studies) with excellent opportunities for multidisciplinary and collaborative research.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$162,039 - \$199,961 Senior Specialist: \$218,921 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 \$265,033 - \$351,512 Eligibility/Other Requirements: Mandatory: o Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). o Fellowship of the College of Intensive Care Medicine (FCICM) Please note prior to commencement successful candidates will be required to: o undergo a pre-employment Police check. Contact Officer: Dr Peter Velloza (02) 6174 5088 peter.velloza@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

Clinical Support Services

Pharmacy - TCH

Deputy Director of Pharmacy-Clinical

Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 12583)

Gazetted: 08 December 2016

Closing Date: 2 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). The following areas are included within this Division: Pharmacy; Biomedical Engineering; Medical Physics and Radiation Engineering; Nursing Operational Support and Clinical Records. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Director of Pharmacy, the Deputy Director of Pharmacy-Clinical will work closely with a team of dedicated and skilled pharmacists to deliver a safe, efficacious and patient-centered service. Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy and/or Management. Highly Desirable: SHPA Membership. Publication in peer reviewed journals. At least 7 years experience working in hospital pharmacy across a wide variety of clinical areas. 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*. Work across multiple CHHS sites. Contact Officer: Stuart Margison (02) 6244 2121 stuart.margison@act.gov.au

Justice and Community Safety

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

ACT Corrective Services

Alexander Maconochie Centre

Offender Services and Corrections Programs

AMC Case Manager

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 11237, Several)

Gazetted: 02 December 2016

Closing Date: 9 December 2016

Details: ACT Corrective Services (ACTCS) is seeking expressions of interest from highly motivated and passionate people to join the Offender Services and Corrections Programs Unit as a Case Manager Administrative Services Officer Class 6 (ASO6) at the Alexander Maconochie Centre (AMC). The successful applicant will assist in the case management of detainees with the AMC operating system to assist in addressing their needs and supporting release and reintegration into the community. Further, you will have the opportunity to provide professional advice, input and support in relation to all aspects of offender management within the AMC. Additionally, you will participate in multi-disciplinary meetings to develop individual case plans and facilitate group programs designed to maximise rehabilitative opportunities for offenders. To be successful in this role you will be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in developing, implementing and monitoring individualised case plans. You will also be able to demonstrate a capacity for developing useful relationships with detainees to enable the accurate identification of risks and needs.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates may be required to undergo a criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available for a period of six months with the possibility of extension. To apply, applicants are required to submit five items: ACT Government Application Cover Sheet; statement addressing the selection criteria (maximum of one A4 page per criteria); a current resume; the names and contact details of two

referees; and a copy of their Driver's Licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Megan Valler (02) 6205 8032 megan.valler@act.gov.au

ACT Human Rights Commission

Health, Discrimination, Disability and Community Services Commissioner

Intake and Review Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 09947)

Gazetted: 06 December 2016

Closing Date: 19 December 2016

Details: The ACT Human Rights Commission seeks to fill a permanent, full time position within the Health, Discrimination, Disability and Community Services Commissioner's complaints team. The Commission is looking for an analytical, solutions-focused and resilient person to be responsible for providing information and advice to members of the public about rights, responsibilities and complaint handling options; in the areas of discrimination, health services, disability and community services and children and young people. This position also involves the management of complaints, including investigating complaints; negotiating resolution of complaints; preparing reports and recommendations for further action. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander People and People with a disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the Contact Officer for this position.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a legal or health field would be desirable.

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

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

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

ACT Government Solicitor

Litigation and Dispute Resolution

Paralegal

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 45903, several)

Gazetted: 02 December 2016

Closing Date: 12 December 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 motivated Paralegals to work and provide support to the Litigation and Dispute Resolution section. The successful applicants will be required to undertake legal research and assist legal staff with a range of administrative tasks in relation to the handling of claims and preparing matters for court. It is expected that the successful applicants will have good time management skills and a high degree of accuracy in relation to written work as well as the ability to work within a diverse team.

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

Note: There are both permanent and temporary positions available for filling. Full and part-time hours will be considered. Selection may be based on written application and referee reports only. An order of merit may be established to fill future vacancies at level, which may arise over the next 12 months.

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

Office of the Legislative Assembly

Parliamentary Support Branch

Hansard/Chamber Support

Bills Officer/Assistant Editor

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 231)

Gazetted: 08 December 2016

Closing Date: 22 December 2016

The Office of the Legislative Assembly is seeking an officer to undertake a newly created dual role: Bills Officer and Assistant Hansard Editor. The successful applicant will provide high level and timely support services to the Chamber Support and Hansard offices. For Chamber Support, the officer will manage all aspects of the flow of legislation through the Assembly, from presentation to notification on the Legislation Register. For Hansard, the officer will need to demonstrate an ability to transcribe the spoken word in a timely manner, high level editing skills, excellent general knowledge and familiarity with parliamentary practices and procedures.

Note: Applicants will be required to undergo an editing test as part of the selection process. It is expected that interviews will take place in late January 2017.

Contact Officer: Pattie Tancred (02) 6205 0107 pattie.tancred@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.act.gov.au

Transport Canberra and City Services

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

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

Strategy, Innovation and Customer Experience

Customer Engagement

Director, Customer Experience

Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E881)

Gazetted: 01 December 2016

Closing Date: 15 December 2016

Details: Reporting to the Executive Director, Strategy Innovation and Customer Experience, the Customer Experience Director will spearhead TCCS efforts to continually improve the citizen experience of the ACT's integrated transport and city services.

Supported by a dedicated Customer Experience Branch, the Director will strengthen and create shared values from TCCS' strategic customer experience framework, and foster meaningful customer, citizen, community and stakeholder relationships and engagement to gain the service and behavioural insights to deliver excellent experiences.

The Director will be a strong leader who optimises the performance of people, processes and technology to best reflect our ACT Government brand and values, our products and services and team performance.

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

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

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

Contact Officer: Michelle Narracott (02) 6207 9187 michelle.narracott@act.gov.au

Chief Operating Officer Group

Corporate Communications, Media and Public Relations

Director, Corporate Communications, Media and PR

Executive Level 1.1 \$190,839 - \$198,895 depending on current superannuation arrangements, Canberra (PN: E733)

Gazetted: 01 December 2016

Closing Date: 15 December 2016

Details: Temporary The Corporate Communications, Media and Public Relations team within the Chief Operating Officer Group of Transport Canberra and City Services (TCCS) is seeking an enthusiastic person to lead the team as Director.

This Director leads the Communication Team, and includes the provision of high quality and responsive internal communication, public information and media about the services delivered by TCCS.

Key responsibilities for this role include strategic communications, stakeholder engagement, promotion/marketing of the directorate, social media, internet and intranet sites, media releases and events, public relations and internal communication.

This role also creates and manages key relationships with external stakeholders and is responsible for: authoring/enhancing comprehensive and resilient strategies for communication, stakeholder engagement, media, and public relations; leading a professional team responsible for the production of events, briefs, reports, plans, speaking notes and input into ministerial correspondence as frequently required; leading the day to day marketing, communication and media activities, in close consultation with the Chief Operating Officer and the Minister's Office; approval/input into communication, media and Public related question time briefs; working co-operatively with other agencies to ensure effective and agreed communication of TCCS activities in line with wider government priorities; planning and delivery of meaningful stakeholder engagement activities, including management of sensitive issues and conversations; and managing the communication relationship and responsibilities associated with the Light Rail project.

Remuneration: The position attracts a remuneration package ranging from \$190,839 - \$198,895, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$146,461.

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

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

Contact Officer: Cherie Hughes (02) 6205 8316 cherie.hughes@act.gov.au

Transport Canberra

Public Transport Strategy

Senior Analyst

Senior Officer Grade A \$135,384, Canberra (PN: A20254)

Gazetted: 01 December 2016

Closing Date: 15 December 2016

Details: Transport Canberra is seeking an experienced Senior Analyst to work under the broad direction of the Executive Director Public Transport Strategy and will be required to exercise a reasonable amount of self leadership and management. The successful applicant will be accountable for planning, co-ordinating and delivering detailed, complex, technical and sensitive projects that impact on and align with strategic or operational outcomes for Transport Canberra and City Services. In addition, the successful applicant will manage key stakeholder relationships across the Territory, resolve issues, and deliver quality outcomes consistent with the strategic direction of Transport Canberra and City Services. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

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

Contact Officer: Damon Hall (02) 6207 0058 damon.hall@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.

Transport Canberra

Public Transport Operations

ACTION

Depot Operations Manager

Transport Officer Grade 4 -ACTION \$102,563, Canberra (PN: A11705, several)

Gazetted: 05 December 2016

Closing Date: 12 December 2016

Details: Reporting to the Regional Manager, the successful applicants will be responsible for the allocation of staff and vehicle resources at the bus depot to achieve ACTION's network requirements. Positions provide frontline management of over 300 drivers and transport officers and requires an operational focus, high level planning, coordination and communication skills and the ability to perform in a time pressured, industrial environment. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of

this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Knowledge of the Public Transport industry, specifically bus operations.

Notes: Two positions are available, one at the Belconnen Depot and the other in Tuggeranong. Please advise in your application which Depot(s) you wish to be considered for. 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

Contact Officer: Mal Howard (02) 6207 7640 mal.howard@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.

APPOINTMENTS

ACT Audit Office

Audit Band 1 - Auditor \$50,817 - \$75,432

Omer Farooq 848-75399, Section 68(1), 1 December 2016

Audit Band 1 - Auditor \$50,817 - \$75,432

Saidu Kamara 848-67866, Section 68(1), 2 December 2016

Audit Band 2 - Principal \$141,147

Caroline Smith 853-46245, Section 68(1), 3 January 2017

Audit Band 1 - Auditor \$50,817 - \$75,432

Khushmeet Suri 848-75436, Section 68(1), 2 December 2016

Audit Band 2 - Principal \$141,147

Hayley Tonkin 853-46237, Section 68(1), 12 December 2016

Audit Band 1 - Auditor \$50,817 - \$75,432

Jingyue Zhong 848-75452, Section 68(1), 1 December 2016

Calvary Health Care ACT (Public)

Administrative Services Officer Level 5 \$71,907-\$78,742

Chloe Green 1613348, Section 68, 4 July 2016

Health Professional Level 1 \$56,241-\$71,657

Rory Carlyle 1613094, Section 68, 27 June 2016

Health Professional Level 1 \$56,241-\$71,657

Bethany Hirth 1613069, Section 68, 29 June 2016

Health Professional Level 1 \$56,241-\$71,657

Paul Cusack 1613034, Section 68, 27 June 2016

Health Professional Level 1 \$56,241-\$71,657

Daniel Tunik 613030, Section 68, 27 June 2016

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

Brett Whitaker 1613046, Section 68, 06 June 2016

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

Elissa McTaggart 1613342, Section 68, 13 June 2016

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

Rachel Folkard 1613343, Section 68, 27 June 2016

Registered Nurse Level 3 \$98,207-\$102,249

Raymond Hunt 1613345, Section 68, 18 July 2016

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

Mohsin Rahim 1613347, Section 68, 18 July 2016

Chief Minister, Treasury and Economic Development

Senior Officer Grade C \$98,977 - \$106,542

Blake Ford 846-95726, Section 68(1), 1 December 2016

Education

General Service Officer Level 6 \$54,137 - \$56,596

Bradley Spence 848-91153, Section 68(1), 5 December 2016

Health

Health Professional Level 2 \$60,871 - \$83,563

Sascha Bagrianova 847-00118, Section 68(1), 24 November 2016

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)

Jade Johnston 853-46202, Section 68(1), 8 December 2016

Registered Nurse Level 1 \$62,609 - \$83,634

Charlotte Prestidge 847-00839, Section 68(1), 16 January 2017

Administrative Services Officer Class 6 \$78,644 - \$90,006

Anita Rushall 853-46261, Section 68(1), 5 December 2016

Enrolled Nurse Level 1 \$56,784 - \$60,668

Chul-Min Shin 853-42682, Section 68(1), 8 December 2016

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)

Timothy Thornell 853-46712, Section 68(1), 5 December 2016

Justice and Community Safety

Government Solicitor 1 \$69,606 - \$104,229

Rachelle Gray 853-46544, Section 68(1), 5 December 2016

Government Solicitor 1 \$69,606 - \$104,229

Verity Griffin 846-90714, Section 68(1), 5 December 2016

Government Solicitor 1 \$69,606 - \$104,229

Josephine Hampton 827-45435, Section 68(1), 5 December 2016

Administrative Services Officer Class 3 \$59,152 - \$63,661

Sebastian Mahon 846-92760, Section 68(1), 30 November 2016

Government Solicitor 1 \$69,606 - \$104,229

Rory McCrone 844-81162, Section 68(1), 5 December 2016

Administrative Services Officer Class 6 \$78,644 - \$90,006

Kate Waghorn 848-77626, Section 68(1), 7 December 2016

Government Solicitor 2 \$109,236 - \$131,073

Eileen Webb 848-80913, Section 68(1), 2 December 2016

Transport Canberra and City Services

Senior Officer Grade B \$116,570 - \$131,229

Mark Adams 853-46464, Section 68(1), 28 November 2016

General Service Officer Level 5/6 \$51,427 - \$56,596

Rodney Blizzard 844-77227, Section 68(1), 1 December 2016

General Service Officer Level 5/6 \$51,427 - \$56,596

Craig Crawford 848-75321, Section 68(1), 1 December 2016

General Service Officer Level 5/6 \$51,427 - \$56,596

Ross Andrew Ingram 853-46632, Section 68(1), 1 December 2016

General Service Officer Level 5/6 \$51,427 - \$56,596

Graham Munro 853-46616, Section 68(1), 5 December 2016

General Service Officer Level 8 \$63,239 - \$66,823

Mark Smith 836-04300, Section 68(1), 28 November 2016

TRANSFERS

Health

Christopher Bryant: 836-06074

From: \$63,239 - \$66,823

Chief Minister, Treasury and Economic Development

To: Facilities Service Officer Level 7 \$58,355 - \$61,625

Health, Canberra (PN. 35700) (Gazetted 6 October 2016)

Justice and Community Safety

Erin Janet Brown: 799-9615

From: \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)

Justice and Community Safety

To: Administrative Services Officer Class 6 \$78,644 - \$90,006

Justice and Community Safety, Canberra (PN. 31852) (Gazetted 29 September 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Access Canberra

WorkSafe and Construction Services

Utilities, Land Lease Regulation

Joanna Bieniek: 846-92314

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 37912)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Strategy and Program Design

Policy, Project and Legislation

Land Release

Lawrence Brodie: 123-45678

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 33462)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Shared Services, Information and Communication Technology (ICT)

Business Application and Management

rego.act

Jestin Chackala Tom: 846-82082

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: †Information Technology Officer Post Graduate \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 11127)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6

Policy and Cabinet

Strategic Policy and Cabinet

Rebecca Clark: 846-93341

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 34963)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Shared Services ICT

Technology Services

Desktop and Applications Delivery

Akinyemi Emmanuel: 846-92074

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: †Information Technology Officer Post Graduate \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 17894)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6 (e).

Procurement and Capital Works

Infrastructure Procurement Group

Commercial

Benjamin Evans: 846-92293

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: †Infrastructure Officer 1 \$65,272 - \$77,123

Chief Minister, Treasury and Economic Development, Canberra (PN. 31577)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Shared Services

Strategic HR and Corporate

Learning and Development

Shian Leonard Edward Buultjens 846-92189

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: † Administrative Services Officer Class 5 72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN.32176)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Enterprise Canberra

Cultural Canberra

Events

Louise Finch-Penninger: 846-92197

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 37978)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

**Enterprise Canberra
Innovate Canberra
Innovation**

Stephen Grinter: 846-92111

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 37792) (Gazetted 1 January 2016)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Shared Services

Business Services

Strategic HR and Corporate

Daniel Leung: 846-92218

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 38001)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6

Urban Renewal

Office of Coordination - Urban

Stephanie Melis: 846-85704

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 34857)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Shared Services ICT

Technology Services

Desktop and Applications Delivery

Kawes Piran: 846-92541

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: †Information Technology Officer Post Graduate \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 30612)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6

Workforce Capability and Governance

Public Sector Management Group

Executive Employment and Policy

Daniel Savage: 846-92306

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 20992)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Workplace, Safety and Industrial Relations

Continous Improvement and Workers Compensation

Workforce Injury

Bryony Stokes: 846-92373

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 37832)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Procurement and Capital Works

Goods and Services

Goods and Services Procurement

Callum Stringer: 846-92226

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 03582)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Revenue Management

Policy, Legislation and Objections

Wei Wang: 846-82146

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 56034)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Access Canberra

Governance and Support

Policy

Chy Vi Yeak: 846-92322

From: Graduate Administrative Assistant \$65,671 - \$67,684

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 42501)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Education

Office for Schools

North and Gungahlin Network

Lyneham Primary School

Sara Henderson: 799-85307

From: School Assistant 2 \$44,392 - \$49,022

Education

To: Administrative Services Officer Class 3 \$59,152 - \$63,661

Education, Canberra (PN. 37028) (Gazetted 1 November 2016)

Education Strategy

Student Engagement

International Education Unit

Meg May Owens: 835-31156

From: Classroom Teacher \$61,597 - \$97,374
Education
To: †Senior Officer Grade C \$98,977 - \$106,542
Education, Canberra (PN. 37707) (Gazetted 14 October 2016)

**Organisational Integrity
Infrastructure and Capital Works
Asset Strategies**

Katrina Flint: 772-17558

From: Administrative Services Officer Class 4 \$65,671 - \$71,108
Education
To: Administrative Services Officer Class 5 \$72,986 - \$77,256
Education, Canberra (PN:17907) (Gazetted 27/10/2016)

Environment, Planning and Sustainable Development

Nature Conservation Policy

Natural Environment

Kelly Dobson: 846-92269

From: Graduate Administrative Assistant \$65,671 - \$67,684
Environment and Planning
To: †Administrative Services Officer Class 5 \$72,986 - \$77,256
Environment, Planning and Sustainable Development, Canberra (PN. 26777)
This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Strategic Planning

Planning and Heritage

Planning

Monique Valenti: 846-92285

From: Graduate Administrative Assistant \$65,671 - \$67,684
Environment and Planning
To: Administrative Services Officer Class 5 \$72,986 - \$77,256
Environment, Planning and Sustainable Development, Canberra (PN. 36262)
This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Sustainability and Climate Change

Carbon Neutral Government Program

Lachlan Duncan

From: Graduate Administrative Assistant \$65,671 - \$67,684
Environment and Planning
To: Administrative Services Officer Class 5 \$72,986 - \$77,256
Environment, Planning and Sustainable Development, Canberra (PN. 33356)
This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6.

Health

Canberra Hospital and Health Services

Population Health

Health Protection Service

Jessica Bell: 848-19776

From: Administrative Services Officer Class 5 \$72,986 - \$77,256
Health

To: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)
Health, Canberra (PN. 29627) (Gazetted 3 November 2016)

Canberra Hospital and Health Services
Mental Health, Justice Health and Alcohol and Drug Services
Child and Adolescent Mental Health

Erin Cartwright: 834-53063

From: Health Professional Level 2 \$60,871 - \$83,563
Health

To: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)
Health, Canberra (PN. 25264) (Gazetted 13 October 2016)

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

Angie O'Neill: 799-83205

From: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)
Health

To: †Health Professional Level 4 \$98,977 - \$106,542
Health, Canberra (PN. 33369) (Gazetted 13 October 2016)

Canberra Hospital and Health Services
Critical Care

Samantha Wilson: 739-6722

From: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)
Health

To: †Health Professional Level 5 \$116,570 - \$131,229
Health, Canberra (PN. 37675) (Gazetted 3 November 2016)

Justice and Community Safety

ACT Emergency Services Agency

Governance and Logistics

Finance and Business Services

Rebecca Alide Georges: 786-28172

From: Administrative Services Officer Class 5 \$72,986 - \$77,256
Justice and Community Safety

To: †Senior Officer Grade C \$98,977 - \$106,542
Justice and Community Safety, Canberra (PN. 01752) (Gazetted 14 October 2016)

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

Transport Canberra and City Services

Roads and Infrastructure

City Presentation

Urban Treescapes

Jeffrey Albrecht: 848-80286

From: General Service Officer Level 7 \$58,355 - \$61,625
Transport Canberra and City Services

To: †Senior Officer Grade C \$98,977 - \$106,542
Transport Canberra and City Services, Canberra (PN. 27679) (Gazetted 30 August 2016)

Note: This promotion was made by unanimous decision of a Joint Selection Committee in accordance with current

collective/enterprise Agreement provisions and is non-appealable.

Transport Canberra

Light Rail

Engineering

Marcus Francis Sainsbury: 846-96569

From: Senior Officer Grade C \$98,977 - \$106,542

Transport Canberra and City Services

To: †Senior Officer Grade A \$135,384

Transport Canberra and City Services, Canberra (PN. 37125) (Gazetted 25 October 2016)

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

RE-EMPLOYMENT

Director of Public Prosecutors

Section 139 of the Public Sector Management Act 1994, Paul Sweeney, AGS 835-95053, 25 November 2016