



ACT Government Gazette

Gazetted Notices for the week beginning 09 March 2017

VACANCIES

Canberra Institute of Technology

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

CIT Brand and Business Development Marketing

Communications and Media Officer

Public Affairs Officer 2 \$81,824 - \$92,675, Canberra (PN: 11468)

Gazetted: 15 March 2017

Closing Date: 22 March 2017

Details: An opportunity exists for a motivated result driven Communications and Media Officer at CIT. Under the general direction of the Marketing Manager, the Communications and Media Officer is responsible for internal and external communication at CIT. The Communications and Media Officer will work closely with the Marketing Manager, the Marketing Account Managers and the CIT Web team to develop and deliver communication and media strategies for the Canberra Institute of Technology to meet client service outcomes. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory Qualifications: Degree or diploma in marketing, media, communication, public relations, journalism or related discipline. A working knowledge of data metrics and media monitoring suitable to the position e.g, Google analytics, social media metrics, Meltwater Media Monitoring, etc.

Note: This position is for temporary filling for a period up to 30 June 2019 with the possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency as per the Public Sector Management Standards, Section 14 – Direct Appointment of Employee – general, and Section 20 – Direct Promotion – General and the CIT Enterprise Agreements.

Contact Officer: Rebecca Sporcic (02) 6207 4073 rebecca.sporcic@cit.edu.au

CIT Health, Community and Science College

Human Services Department

Teacher

Teacher Level 1 \$69,477 - \$92,704, Canberra (PN: 55873, several)

Gazetted: 14 March 2017

Closing Date: 28 March 2017

Details: CIT Human Services Department is seeking experienced people with professional knowledge and practical experience appropriate to teaching a range of Human Services training programs with an emphasis on Aged Care/ Disability and/or Nursing competencies to the level of the Diploma qualification or above to adult learners.

Eligibility/Other Requirements: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards. For RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). All teachers who deliver into the Diploma of Nursing program are required to have: AQF level Nursing qualifications of at least six or above. Current registration with the Australian Health Professionals Regulation Agency (AHPRA) (this registration needs to be maintained). At least five years relevant vocational/industrial professional experience. Industry Experience in accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 –

2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Relevant higher level qualifications and professional registration (if applicable) in a field/s of Aged Care/Disability and/or Nursing. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: These positions are for temporary filling for a period of three years with the possibility of extension up to five years. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreement. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Contact Officer: Lily Muthurajah (02) 6205 7381 lily.muthurajah@cit.edu.au

CIT Trade Skills and Vocational Learning

Administration Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 37516)

Gazetted: 15 March 2017

Closing Date: 22 March 2017

Details: The successful applicant will be required to provide high level administrative support to the Head of Department to manage tasks such as: Program Review and Improvement (PRI), internal and external Working Groups and Committees, support and manage the Recognised Prior Learning (RPL) applications and processes and Commercial Program Delivery. Manage, coordinate and schedule student and stakeholder appointment information with teaching staff. The preparation of templates, learning resources documentation and correspondence as required. Maintain and interrogate student information system, including CIT Student Administration System (BANNER), eLearn, Customer Relations Management System (CRM) and Total Records and Information Management (TRIM), prepare and generate a range of reports to support student progression. Undertake appropriate administrative tasks and incidental duties as required by the Head of Department. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Desirable: Certificate IV in Business Administration or equivalent; Understanding of User Choice/Apprenticeship requirements; and Certificate IV in Training and Assessment.

Note: This position is temporary available until 1 June 2018.

Contact Officer: Fiona Mitchell (02) 6207 3125 fionam.mitchell@cit.edu.au

CIT People and Organisational Governance

CIT People Development

Head of Department

Manager Education Level 1 \$114,773, Canberra (PN: 55779)

Gazetted: 09 March 2017

Closing Date: 28 March 2017

Details: The Head of Department will, through leadership and management of education and related activities, contribute to the achievement of departmental objectives and the strategic goals of CIT. The role will include, but is not limited to: Providing leadership across CIT in relation to capability development including development priorities and an annual capability development program. Managing the delivery of teacher education qualifications, including the Certificate IV in Training and Assessment and higher level qualifications to meet budgetary, nominal hours, RPL and commercial targets. Lead the People Development Team to meet the relevant outcomes of the People and Organisational Governance Division Business plan and provide advice to CIT managers and staff on capability development and teacher qualifications. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory: All Manager Level 1 teachers are expected to hold: A Training and Assessment Certificate IV (such as TAE40110 or equivalent); and an Advanced Diploma in Adult Education (or

equivalent). It is desirable that all Manager Level 1 teachers hold a minimum of: A Bachelor degree in Education, Management or a relevant industry specialisation.

Note: This is a temporary position available until 3 January 2018 with the possibility of extension up to a maximum of five years.

Contact Officer: Nicole Stenlake (02) 6207 3113 nicole.stenlake@cit.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.

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 Land Development; Deputy Chief Executive Officer, LDA; Coordinator-General, Urban Renewal

Policy and Project Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38031)

Gazetted: 10 March 2017

Closing Date: 17 March 2017

Details: The Land Development Agency (LDA) is seeking a highly motivated Project and Policy Officer for a six month period to assist and support the initial development and implementation of the LDA quality management system. The successful candidate will report to the Governance Implementation Manager and assist in standardised document management protocols for policies and procedures covering the full range of land development activities. This project is to ensure LDA continues to meet specified quality objectives in decision making and the applicable legislative requirements. This is an exciting project to be a part of, that you will enter at inception and see through to completion. If you are a self-driven individual that is skilled in record management and policy and procedure development the LDA would like to hear from you.

Note: This is a temporary position available until September 2017.

Contact Officer: Jacqui Bear (02) 6207 0697 jacqui.bear@act.gov.au

Access Canberra

Projects, Governance and Support

Government Business and Coordination

Government Business and Coordination Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 38223)

Gazetted: 15 March 2017

Closing Date: 22 March 2017

Details: At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. We are currently looking for an energetic, results-driven person to fill the position of Government Business and Coordination Officer in our Government Business and Coordination team. This team works in a fast-paced environment, preparing and coordinating Cabinet and Legislative Assembly material such as briefs, speeches and reports for all of Access Canberra. They also provide coordination activities across all of Access Canberra's functions, provide secretariat support to the Gambling and Racing Commission as well as processing Freedom of Information requests for the community.

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

Contact Officer: Audrey Aquilina (02) 6207 4442 audrey.aquilina@act.gov.au

Procurement and Capital Works

Goods and Services Branch

Goods and Services Director's Office

Executive Assistant

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 24768)

Gazetted: 15 March 2017

Closing Date: 3 April 2017

Details: The Goods and Services (G&S) Director is seeking a proactive, highly organised Executive Assistant. You will be skilled at managing a busy office and the associated range of corporate responsibilities, correspondence and administrative duties. You will possess excellent organisational, communication and customer service skills, and will have the ability to work within a dynamic work environment with competing demands and be able to prioritise appropriately. You will have an appreciation of government procurement practice and operations, provide a quality assurance role and administrative support. Your strong interpersonal skills will enable productive and effective liaison with staff. You must have a high regard for confidentiality, including identifying and treating sensitive, confidential material appropriately. You will be expected to be proactive and demonstrate initiative, exercise good judgment in a variety of situations, and to perform the duties of the position under general direction.

Contact Officer: David Purser (02) 6205 8013 dave.purser@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Executive Assistant

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 01897)

Gazetted: 15 March 2017

Closing Date: 22 March 2017

Details: Provide administrative and secretarial support of a high level to two Directors, including: Screen and classify incoming telephone calls. Manage the appointment diary, which includes arranging appointments and scheduling of conferences and meetings. Maintain appropriate records for meetings including updating of diaries. Examine, record and register incoming correspondence and initiate appropriate action. Prepare draft correspondence, reports and statistics as necessary. Word processing including cabinet and highly protected documents, agreements and spreadsheet creation and maintenance. Arrange travel and accommodation bookings for the Director and other Executives when required. Attend to and take appropriate action on enquiries relating to the Executive's functions Coordinate Ministerial and brief responses. Provide secretariat administrative support to relevant committees, including the preparation of agenda, the taking and transcribing of minutes and the management of outstanding action items. Undertake minor research and project roles when required. Maintain records in accordance with the *Territory Records Act 2002*. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework. This position does not involve direct supervision of staff. Eligibility/Other Requirements: A current driver's licence is required.

Note: This is a temporary position available from the 1 June 2017 for a period of three months with the possibility of extension.

Contact Officer: Margarete Corrigan (02) 6205 9873 margarete.corrigan@act.gov.au

Policy and Cabinet

Cabinet Office

Senior Manager, Cabinet

Senior Officer Grade A \$135,384, Canberra (PN: 04828)

Gazetted: 14 March 2017

Closing Date: 21 March 2017

Details: Policy and Cabinet Division provides advice and direction across the ACT Public Service on complex policy matters, incorporating a central agency coordination role in strategic planning, social and economic policy, spatial planning, regional policy and engagement, and across-government information and ICT strategy. The Division supports the Chief Minister, Cabinet and the Director-General as Secretary of Cabinet, through the provision of policy and support, including Cabinet secretariat functions and advice. Cabinet Office provides whole of government coordination and secretariat services to the Head of Service and the Chief Minister to support Cabinet. The area also facilitates the passage of Government business in the Legislative Assembly. As Senior Manager you will oversee the smooth functioning of the Cabinet process and provide advice to ministers' offices and officials on Cabinet related matters.

Eligibility/Other Requirements: Strong understanding of Cabinet and Government procedure is essential.
Note: This is a temporary position available from 20 April 2017 until 19 April 2018. Selection may be based on application and referee reports only.
Contact Officer: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

Sales, Marketing and Property Management

ACT Property Group

Executive

Manager, Business Improvement

Senior Officer Grade A \$135,384, Canberra (PN: 37493)

Gazetted: 15 March 2017

Closing Date: 29 March 2017

Details: As Business Improvement Manager, reporting to the Director ACT Property Group, you will operate with a high degree of autonomy and be responsible for working with all the Senior Managers in the Business Unit to review and deliver significant business improvements to the strategic asset management, facilities management, property management and project and maintenance activities. The improvement will include but not be limited to improving customer service interface, workflow management systems, portfolio management targets and reporting, project management processes/systems and reporting, capital works planning as well as business development plans.

Contact Officer: Garry Gordon (02) 6205 2250 garry.gordon@act.gov.au

Shared Services ICT

Strategic Business

Projects Hub

Project Lead

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 38291)

Gazetted: 15 March 2017

Closing Date: 29 March 2017

Details: The successful candidate will work from the Projects Hub, working under the direction of the Public Trustee and Guardian (PTG) and located at PTG, leading and driving change; being hands on with undertaking early stage business analysis, working with the vendor to ensure the technology has the best possible configuration, and working with other Shared Service ICT staff to ensure sustainability of the solution in place. This role will also lead the business change to embed the following technologies into the Public Trustee and Guardian for the ACT: TACT 7.3 including EDRMS, precedent letter database, online payments and People and Relationships Unclaimed Moneys online claims facility Guardianship transfer from Filemaker Pro to TACT Statistics Upgrade MYOB Electronic signatures.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised business analysis or project management discipline or equivalent experience would be highly desirable. Possession of ITIL Foundation Certificate would be advantageous.

Note: This is a temporary position available for a period of 12 months. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Micah Anderson (02) 6207 7090 micah.anderson@act.gov.au

Community Services

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

Strategy, Participation and Early Intervention

Service Design, Policy and Accountability

Performance and Accountability

Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 19568)

Gazetted: 10 March 2017

Closing Date: 17 March 2017

Details: The Strategy, Participation and Early Intervention Division is seeking a highly motivated Manager to join the Performance and Accountability team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. Performance and Accountability is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of CSD's innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The Manager for Performance and Accountability is responsible for overseeing and leading complex projects, including the preparation of Australian Early Development Census data collection and analysis as well as managing staff and resources to achieve outcomes against business objectives. This position requires a committed and hardworking individual that has demonstrated experience leading and managing staff, providing high-level advice and the ability to coordinate and prepare complex project plans. The successful candidate will report to the Senior Manager.

Eligibility/Other Requirements: 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* 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: Selection may be based on written application and references only.

Contact Officer: Nicole Moore (02) 6205 5392 nicole.moore@act.gov.au

Education

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

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

School Performance and Improvement

School Review

Finance and Coordination Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 09451)

Gazetted: 15 March 2017

Closing Date: 22 March 2017

Details: Applications are sought from suitably qualified applicants to fulfil the role of Finance and Coordination Officer in the School Review Branch. Duties include financial management, coordination and quality assurance of government communications and administrative support of the School Review Branch.

Eligibility/Other Requirements: Experience in using TRIM, TM1/Oracle Financials and Microsoft Excel is desirable.

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

Contact Officer: Melanie Bezeal (02) 6207 1416 melanie.bezeal@act.gov.au

Office for Schools

South Weston Network

Curtin Primary School

Classroom Teacher

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 34487)

Gazetted: 15 March 2017

Closing Date: 30 March 2017

Details: Curtin Primary requires a dynamic Classroom Teacher for a Year 1/2 class with a demonstrated ability to build relationships with all students, staff and parents. As a member of a team, ability to plan and deliver an integrated inquiry curriculum and differentiate to meet the needs of a mixed ability class is essential.

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). Mandatory: 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.

Note: This is a temporary position available from 26 April 2017 until 26 January 2018 with the possibility of extension.

Contact Officer: Kerri Clark (02) 6205 5622 kerri.clark@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

North/Gungahlin Network

Lyneham Primary School

Science and Sustainability - K-6

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 02088)

Gazetted: 15 March 2017

Closing Date: 29 March 2017

Details: Lyneham Primary School requires a dynamic Teacher to work collaboratively with staff and families, creating a positive learning environment. Using the Australian curriculum plan and program for Science, and leading the implementation of Sustainability and Garden Science Project.

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). Mandatory: 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.

Note: This is a part-time temporary position available at 29:24 hours per week until 26 January 2018. Salary noted above will be paid pro rata.

Contact Officer: Annamaria Zuffo (02) 6205 6511 annamaria.zuffo@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

Narrabundah College

Classroom Teacher - Psychology

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 07175)

Gazetted: 15 March 2017

Closing Date: 29 March 2017

Details: Narrabundah College is a large, international college with approximately 950 Year 11 and 12 students. The college offers students the opportunity to study the ACT Senior Secondary Certificate, the International Baccalaureate, The French Baccalaureate Diploma and a range of nationally recognised vocational education and training qualifications. We are looking for a Teacher of Psychology and one other teaching area, possibly Sociology. The successful applicant will be willing to teach and prepare some students for IB examinations in Psychology.

Eligibility/Other Requirements: The successful applicant will have suitable qualifications and/or experience in teaching Psychology at a senior secondary level, preferably with IB experience. A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current registration with the ACT Teacher Quality Institute (or eligibility to teacher registration with the ACT Teacher Quality Institute). Mandatory: 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.

Notes: This is a temporary position available from 26 April 2017 until 26 January 2018.

Contact Officer: Tom Kobal (02) 6142 3208 tom.kobal@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.

School Performance and Support

Student Engagement

Network Student Engagement Team

Teacher-NSET Support at Preschool

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 06876)

Gazetted: 15 March 2017

Closing Date: 22 March 2017

Details: Student Engagement is seeking a Teacher with a commitment to inclusive practice in the early years to join a Network Student Engagement Team (NSET). As part of a multidisciplinary NSET team the successful applicant will have a role within the Support at Preschool (SAP) program working with teaching teams and school leaders to support the inclusion of children with developmental delay and disability in the early years.

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). Mandatory: 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. An Early Childhood school teaching qualification is preferred but not essential.

Note: This is a part-time temporary position available at 29:24 hours per week from 1 May 2017 until 26 January 2018. Salary noted above will be paid pro rata.

Contact Officer: James Malone (02) 6205 9314 james.malone@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

Tuggeranong Network

Lanyon High School

Administrative and Finance Support Officer

School Assistant 4 \$60,309 - \$65,305, Canberra (PN: 38289)

Gazetted: 09 March 2017

Closing Date: 23 March 2017

Details: Lanyon High School is seeking a highly motivated person to fill the position of Administrative and Finance Assistant. The successful applicant will possess excellent communication and customer service skills and will have the ability to work within a busy work environment with competing demands. The successful applicant will: Undertake general finance duties including collection and recording of payments, receipting and cash management; be the leader in student record keeping systems; liaise successfully with students, families and staff; coordinate the preparation of school circulars, newsletters and other communication or promotional materials; provide administrative support to staff throughout the school; and work flexibly and effectively as 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.

Contact Officer: Sarah Morris (02) 6205 7676 sarah.morris@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

Melrose High School

Staffing Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 38181)

Gazetted: 10 March 2017

Closing Date: 24 March 2017

Details: Melrose High School is seeking a highly motivated individual to fill the position of Staffing Officer. The successful applicant will work closely with school executives in charge of Staffing and Human Resources and will be responsible for booking and engagement for day to day relief staff to cover classes using school/Directorate online systems. The successful applicant needs to have skills and abilities to operate a range of information and communication technologies and systems that track and record attendance and absence, leave and costings.

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

Note: This position is temporary available until 1 February 2018 with the possibility of extension and/or permanency from this process. The ordinary daily hours of work for this position are 7:21. However, the occupant will be responsible for the school staffing phone and booking relief staff, which will require working outside of normal working hours, on a regular and ongoing basis. Flexible working arrangements, including daily hours of attendance on site at the school and flextime will be negotiated with the successful applicant prior to commencement. Selection may be based on application and referee reports only.

Contact Officer: Simon Vaughan (02) 6205 7588 simon.vaughan@ed.act.edu.au

Deputy Director-General's Office

Early Childhood Policy and Regulation

Early Childhood Policy and Regulation

Director, Early Childhood Policy and Regulation

Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E825)

Gazetted: 15 March 2017

Closing Date: 31 March 2017

Details: The Director, Early Childhood Policy and Regulation is responsible for:

- Delivering on the ACT Government's regulatory responsibilities under the Education and Care Services National Law and the Education and Care Services National Regulations and the National Quality Framework. The NQF applies to most long day care, family day care, preschool and outside schools hours care services in the ACT.
- Engaging and advising the Directorate and Government on early childhood education and care policy, representing the ACT at national early childhood policy and operational forums under the governance of Education Council, and participating in national deliberation on early childhood education policy in the best interests of the ACT.
- The ongoing communication and administration of a comprehensive compliance program for early education and care services, including the development and review of policies and procedures relating to the conduct of regulation and compliance responsibilities.
- Managing and oversight of investigations of complaints and the preparation and submission of regulatory notifications.
- Working collaboratively with the Directorate's executive and regulators to ensure compliance with legislative and statutory obligations, including in ACT public schools. Relevant legislation includes the *ACT Education Act 2004*, the *Education Act 2012* (Commonwealth), the *Training and Tertiary Education Act*, the *Board of Senior Secondary Studies Act* and the *Teacher Quality Institute Act* and Reportable Conduct Law.
- Reporting to and providing strategic advice to the senior executive and Government on matters relating to the above portfolio.

The position requires a person with exceptional leadership and executive management skills. The position requires leadership and expertise in policy development and advice to Government. A strong legal background and substantial experience in overseeing investigations and dealing with and delivering in a regulatory environment are desirable. In addition, experience in government, managing people and stakeholder engagement is critical for this position.

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

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

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

Contact Officer: Deb Efthymiades (02) 6205 9172 deb.efthymiades@act.gov.au

Office for Schools

South/Weston Network

Red Hill School

Deputy Principal

School Leader B \$130,851, Canberra (PN: 04007)

Gazetted: 14 March 2017

Closing Date: 28 March 2017

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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). Mandatory: 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

Tuggeranong Network

Calwell Primary School

Deputy Principal

School Leader B \$130,851, Canberra (PN: 04104)

Gazetted: 14 March 2017

Closing Date: 28 March 2017

Details: Support the Principal in leading and implementing the current goals set for the school in the Strategic and Annual Action Plan and in the development of future plans. Assist the Principal in all aspects of resource management to maximise the educational and social outcomes for all students.

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). Mandatory: 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: Linda Neeson (02) 6205 6911 linda.neeson@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.

School Performance and Improvement

Learning and Teaching

Pedagogy

Manager

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 35969)

Gazetted: 15 March 2017

Closing Date: 29 March 2017

Details: The Pedagogy section is looking for a candidate who has proven leadership capacity including the design and delivery of complex policies, programs and projects within tight deadlines. Can demonstrate high level strategic and analytical skills and an understanding of the requirements of government and a proven ability to provide strategic advice on the implementation of government policies and priorities with an emphasis on stakeholder engagement, innovation and sustainability.

Eligibility/Other Requirements: Desirable: Relevant knowledge of the VET sector/or experience in this field.
Previous experience in program management and policy development.

Notes: This is a temporary position available until 27 October 2017 with the possibility of extension and/or permanency from this process. 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: Josephine Andersen (02) 6205 9350 josephine.andersen@act.gov.au

Office for Schools

North and Gungahlin Network

Harrison School

Executive Teacher

School Leader C \$112,381, Canberra (PN: 28562)

Gazetted: 10 March 2017

Closing Date: 24 March 2017

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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). Mandatory: 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: Jason Holmes (02) 6142 2200 jason.holmes@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

North/Gungahlin Network

Harrison School

Executive Teacher

School Leader C \$112,381, Canberra (PN: 23615)

Gazetted: 09 March 2017

Closing Date: 23 March 2017

Details: As a member of the executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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). 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

Contact Officer: Jason Holmes (02) 6142 2200 jason.holmes@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.

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

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Assistant Director of Nursing (ADON)

Registered Nurse Level 4.2 \$120,676, Canberra (PN: 21908)

Gazetted: 16 March 2017

Closing Date: 30 March 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: Applications are sought from an enthusiastic and innovative individual to temporarily fill the Assistant Director of Nursing (ADON) role within the Adult Acute Mental Health Service (AAMHS). The ADON is a senior manager position which provides operational oversight to the Adult Mental Health Unit and the Mental Health Short Stay Unit at the Canberra Hospital. The ADON position works closely with the AAMHS Operational and Clinical Directors, Clinical Nurse Consultants and a large Multidisciplinary Team. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient facility located at the Canberra Hospital. The Unit provides specialist mental health assessment, treatment and care based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual consumer's needs. The Unit is staffed by a multi-disciplinary team of medical and non-medical clinical staff. The Mental Health Short Stay Unit (MHSSU) is a six bed inpatient unit located near the Emergency Department (ED) at the Canberra Hospital. The MHSSU provides brief inpatient admission for up to 48 hours for the purposes of extended mental health assessment and crisis management. The MHSSU is staffed by a team of medical and nursing staff.

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

Note: This is a temporary position available from 3 April 2017 until 8 February 2018 with the possibility of extension.

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

Canberra Hospital and Health Services

Medicine

Ward 9A - Gastro Medical

Clinical Care Coordinator

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 38047)

Gazetted: 16 March 2017

Closing Date: 23 March 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 Clinical Care Coordinator is responsible for providing ward based clinical leadership for the day to day activities in the ward environment.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards a tertiary management and/or nursing qualification is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Anne Corney (02) 6244 2337 anne.corney@act.gov.au

Canberra Hospital and Health Services

Medicine

Renal

Clinical Care Coordinator

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 38046)

Gazetted: 16 March 2017

Closing Date: 23 March 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 Clinical Care Coordinator is responsible for providing ward based clinical leadership for the day to day activities in the ward environment.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or is working towards a tertiary Management and/or specialist nursing qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Tracy Garratt (02) 6244 2949 tracy.garratt@act.gov.au

Canberra Hospital and Health Services

Medicine

Ward 7B

Clinical Care Coordinator

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 38050)

Gazetted: 16 March 2017

Closing Date: 23 March 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 Clinical Care Coordinator is responsible for providing ward based clinical leadership for the day to day activities in the ward environment.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards a tertiary management and/or nursing qualification is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Clare Gallagher (02) 6244 2449 clare.gallagher@act.gov.au

Canberra Hospital and Health Services

Medicine

Clinical

Clinical Care Coordinator

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 38049)

Gazetted: 16 March 2017

Closing Date: 23 March 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 Clinical Care Coordinator is responsible for providing ward based clinical leadership for the day to day activities in the ward environment.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or is working towards a tertiary Management and/or specialist nursing qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Kath McMaster (02) 6244 2535 kathryn.mcmaster@act.gov.au

Canberra Hospital and Health Services

Medicine

Ward 6A - Endocrinology/Respiratory/Cardiology/Rheumatology

Clinical Care Coordinator

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 38048)

Gazetted: 16 March 2017

Closing Date: 23 March 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 Clinical Care Coordinator is responsible for providing ward based clinical leadership for the day to day activities in the ward environment.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards a tertiary management and/or nursing qualification is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Tracey Duggan (02) 6244 2731 tracey.duggan@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse - Forensic Mental Health Services

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 14460, several)

Gazetted: 16 March 2017

Closing Date: 23 March 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 Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Eligibility for membership of the appropriate professional organisations; and current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: Selection may be based on written application and referee reports only. Please provide two written referee reports with your written application.

Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Forensic Mental Health Services

Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 17951)

Gazetted: 16 March 2017

Closing Date: 30 March 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 Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice

system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: 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 the Australian Health Practitioner Regulation Agency (AHPRA), eligible for professional membership of Occupational Therapy Australia. Psychology: At least a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a post-graduate qualification in Psychology or a one or two year Board approved internship (i.e. 4+2 or 5+1) in Psychology. General Psychology registration with AHPRA. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable (regardless of professional group): Current driver's licence.
Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Innovation

Policy and Stakeholder Relations

Chronic and Primary Health Policy Unit

Senior Policy Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 29639)

Gazetted: 16 March 2017

Closing Date: 23 March 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. Policy and Stakeholder Relations provides advice to ACT Health and ACT Government on strategic policy issues of national, territory-wide and health-sector-wide importance. Policy and Stakeholder Relations negotiates with funding bodies and service providers and manages service funding agreements with the non-government and government sectors, including Aged Care, Chronic Disease, Primary Care, Sexual Health, Women and Children's Health, Alcohol and Other Drugs, Home and Community Care, Mental Health, Aboriginal and Torres Strait Islander health, and migrant and refugee health. Overview of the work area and position: This role is to work in a small highly motivated team responsible for strategic policy, planning and purchasing for primary health care, sexual health, cancer, palliative care and chronic disease including blood borne viruses. To assist in the management of human, financial, technical and information resources in accordance with organisational strategic goals and objectives. Exercise appropriate delegations. Eligibility/Other Requirements: Tertiary qualifications in Public Health or a related discipline; and relevant qualifications or extensive experience in sexual health and blood borne diseases is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for three years.

Contact Officer: Alice Fawcett (02) 6205 0832 alice.fawcett@act.gov.au

Corporate

People and Culture

Workforce Policy and Planning

Workforce Policy and Planning Initiatives Officer

Policy and Planning Initiatives Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 34229)

Gazetted: 16 March 2017

Closing Date: 23 March 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. The People Strategy and Services Executive team is responsible for the strategic and operational management of the People Strategy and Services Branch, ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health. Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management support and advice to managers across ACT Health on all matters relating to recruitment, establishments and performance planning. Overview of the work area and position: The position is identified as an Aboriginal and Torres Strait Islander position and contributes to the organisational goals of Workforce Policy and Planning (WPP). As part of the small team meeting organisational outcomes for national and jurisdictional workforce policy and planning, the work may include provision of briefs, reviews and Ministerial responses, and providing workforce policy and planning support, direction and stakeholder engagement across ACT Health as required. The role is required to develop and implement ACT Health workforce planning, provide documentation and support to national level strategic workforce planning in the health sector, including but not limited to legislation and national law to support the employment and regulation of health professions. The WPP Initiatives Officer is required to work collaboratively with internal and external stakeholders to achieve organisational goals. Eligibility/Other Requirements: This is an Identified position and applicants must be of Aboriginal and/or Torres Strait Islander descent. Demonstrated experience in the use of Microsoft Office Suite, demonstrated experience in writing for government, including Ministerial Briefs, qualification or experience in Human Resources (workforce planning/industrial relations) would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Jennie Gordon 0408 788 391 jennie.gordon@act.gov.au

Quality, Governance and Risk

Clinical Safety and Quality

Policy Advisory Team

Senior Policy Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 11183)

Gazetted: 16 March 2017

Closing Date: 23 March 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 structure of CSQU is aligned with the key elements of high quality health care, which includes: Clinical Governance Unit which incorporates the Patient Safety and Clinical Effectiveness Units; and Quality Improvement Unit which includes the Patient Experience Unit, Education and Research, Accreditation Hub and SIP coordination. The Senior Policy Officer role sits within the Clinical Governance Unit of CSQU. This position will work as part of a dynamic team interacting across all areas within CSQU, Canberra Hospital and Health Services and more broadly in ACT Health and community, as appropriate. You will use your policy development skills to provide strategic advice and identify and undertake policy review and development. The position works independently and within a team to deliver activities aimed at improving patient outcomes and the safety and quality of patient care within Canberra Hospital and Health Services. You will use your excellent communication skills to inform and educate, build relationships, support policy development and governance processes, evidence based medicine and assist ACT Health to maintain its accreditation status whilst improving the quality of patient care within Canberra Hospital and Health Services.

Eligibility/Other Requirements: Desirable: Knowledge, acquired either through formal studies or work experience in relation to policy governance and development and evidence based medicine as applied to the health setting. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a temporary position available for nine months commencing on the 15 May 2017.
Contact Officer: Miranda Batten (02) 6174 5856 miranda.batten@act.gov.au

Canberra Hospital and Health Services
Clinical Support Service
Medical Physics and Radiation
Medical Physics Specialist (Diagnostic Imaging)

Medical Physics Specialist \$96,956 - \$134,661, Canberra (PN: 29263)

Gazetted: 16 March 2017

Closing Date: 23 March 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: Applications are invited from Qualified Medical Physicists in Nuclear Medicine or Radiology. To be considered for this position, applicants are required to be registered, or demonstrate that they are eligible for and making progress towards registration, on the ACPSEM Register of Qualified Medical Physics Specialists in Nuclear Medicine or Radiology. Qualifications of overseas applicants will be assessed on their equivalence to the Australian system for which the applicant will be required to supply evidence of equivalency. The successful applicants will be part of the Medical Physics and Radiation Engineering (MPRE) Department of ACT Health based at Canberra Hospital. The Department is part of the Division of Clinical Support Services and is integral in providing clinical, scientific and support services to ACT Health including to the Medical Imaging Department (MID), the Dental Health Program (DHP) and the Capital Region Cancer Service (CRCS). The Department is accredited as a clinical site for Medical Physics Registrar training in Radiation Oncology and Diagnostic Imaging. The Department has strong collaborative opportunities with professionals working in Clinical Engineering, MID, DHP, CRCS and all other users of radiation in ACT Health. ACT Health actively supports ongoing education through a study bank and the Allied Health Scholarship program. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of over 500,000. It is an expanding modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Infrastructure Program. The hospital is the major teaching hospital for the Medical School of the Australian National University. The Department has strong links with both the University of Sydney and Wollongong University. The Department fosters a multidisciplinary environment in the specialities of nuclear medicine, radiology and radiation oncology which, combined with the future growth in ACT Health, makes MPRE an attractive place to work. MPRE staff are making major contributions to the implementation of safe and high quality medical radiation for the benefit of public patients. The MID has a full suite of medical imaging modalities including US, CT, x-ray, MRI, PET/CT and SPECT/CT. The CRCS has digital mammography, linear accelerators, large bore CT, HDR, SXRT and several treatment planning systems including Pinnacle, Oncentra and iPlan. Modern techniques are offered to patients attending the service including IGRT, respiratory gating, IMRT and SRS/SRT.

Eligibility/Other Requirements: Medical Physics Specialist means a person who holds registration on the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) Register of Qualified Medical Physics Specialists in a designated specialty of medical physics. This position requires registration in Nuclear Medicine Physics or Radiology Medical Physics. A Medical Physics Specialist or Medical Physics Registrar is classed as an allied health professional at ACT Health. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an Allied Health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for Allied Health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. A Medical Physics Specialist or Medical Physics Registrar who is required to be credentialed to work as ACT Health must demonstrate that they hold a degree or higher degree in science majoring in physics recognised by the Australian Institute of Physics (or equivalent), is eligible for membership of the ACPSEM, and maintains currency of continuing professional development. 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: Commencement salary within the salary range will be dependent on experience and qualifications. The employer contribution to superannuation is in addition to salary. Salary sacrifice under the Public Benevolent Institutions provision is available. ACT Health offers attractive salary packaging arrangements. Additionally, many

ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. The successful applicant may be required to Core working hours are 7:00am and 7:00pm weekdays (Monday to Friday) with flexible hours of work meaning that most staff usually work from around 9:00am to around 5:00pm, Monday to Friday. Weekend, evening or on-call work may be required from time to time. This position can be part-time or full-time, depending on negotiated working times. Selection may be based on application only. Candidates who have applied for similar positions in the past 12 months and who have indicated that their application can remain on file will be automatically considered as part of the recruitment process. Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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

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

Registered Nurse - Justice Health

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 28459)

Gazetted: 16 March 2017

Closing Date: 23 March 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. The Justice Health Primary Health Team is part of Justice Health Services (JHS) which is part of the Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) Division. JHS is a contemporary evidence based service providing high quality care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities.

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will provide one on one teaching, clinical support, ongoing evaluation and feedback for JHS Nurses across a diversity of clinical areas within ACT Health – JHS. You will be required to work at various JHS sites and provide a thorough orientation schedule, clinical and professional support, feedback and guidance to all JHS registered and enrolled nurses. You will also be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes and the supervision of Registered Nurse Level 1 and Enrolled Nurses. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff and be a source of expert nursing knowledge, skills and attributes. The successful person must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); Hold a Certificate IV in Workplace Training and Assessment or nationally recognised vocational competency units in competency assessment and work-based training; and Postgraduate qualification in Nursing or Clinical Education. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Justice Health Services
Senior Occupational Therapist

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 29235)

Gazetted: 16 March 2017

Closing Date: 30 March 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 Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: Tertiary qualifications in Occupational Therapy with current unconditional registration and/or eligibility for registration as an Occupational Therapist through the Australian Health Practitioner Regulation Agency (AHPRA). Applicants must have a minimum of 12 months paid work experience in a related/relevant organisation/service. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Current driver's licence 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*.

Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Senior Social Worker

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 22974)

Gazetted: 16 March 2017

Closing Date: 30 March 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 Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality

initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: Approved tertiary qualifications in Social Work. Eligibility for membership of the Australian Association of Social Workers. Comply with ACT Health credentialing requirements for allied health professionals. Relevant post graduate qualifications in Mental Health or Forensic Mental Health, recent professional experience within a Metal Health or Forensic Mental Health setting and a current driver's licence 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*. Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Innovation

Policy and Stakeholder Relations

Chronic and Primary Health Policy Unit

Senior Policy Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 19538)

Gazetted: 16 March 2017

Closing Date: 23 March 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. Policy and Stakeholder Relations provides advice to ACT Health and ACT Government on strategic policy issues of national, territory-wide and health-sector-wide importance. Policy and Stakeholder Relations negotiates with funding bodies and service providers and manages service funding agreements with the non-government and government sectors, including aged care, chronic disease, primary care, sexual health, women and children's health, alcohol and other drugs, home and community care, mental health, Aboriginal and Torres Strait Islander health, and migrant and refugee health. Overview of the work area and position: This role is to work with a small dedicated team to assist in providing policy, planning and project management support in the area of chronic and primary health care in the ACT. This position will help provide policy advice and prepare policy documents on a range of chronic and primary health care issues, in particular chronic disease and palliative care. The position is also responsible for managing a number of chronic and primary health care service funding agreements. Work will include a high level of liaison with government and non-government agencies and stakeholders to promote and support improved health outcomes for the ACT community.

Eligibility/Other Requirements: A knowledge and understanding of the primary health care sector and chronic disease management would be an advantage. Experience in project management and specifically contract management would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Alice Fawcett (02) 6205 0832 alice.fawcett@act.gov.au

Canberra Hospital and Health Services

Chief of Clinical Operations

Imaging

Office Manager - Medical Imaging

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 20601)

Gazetted: 16 March 2017

Closing Date: 23 March 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 Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital. Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and

the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease.

Eligibility/Other Requirements: Knowledge and understanding of medical terminology would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Mark Duggan 0488 102 518 mark.duggan@act.gov.au

Population Health

Health Protection Service

Immunisation

Surveillance Officer - Disease Investigations

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 03758)

Gazetted: 16 March 2017

Closing Date: 23 March 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: This position will be responsible for undertaking follow-up investigations of salmonella notifications and other diseases. This will involve liaising with GPs, laboratories, cases and other relevant stakeholders to collect illness and exposure information. The position will report to the OzFoodnet epidemiologist. The suitable applicant will have experience in conducting disease investigations, excellent communication and record keeping skills, and be well organised.

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

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

Contact Officer: Rebecca Hundy (02) 6205 2052 rebecca.hundy@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Administrative Services Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 36763)

Gazetted: 16 March 2017

Closing Date: 23 March 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. 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); and Justice Health Services. Overview of the Work Area and Position: The Justice Health Services Primary Health Team is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service providing high quality care. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). It is expected that you will assist in managing administration and supporting the operational needs of clinical staff working within the custodial settings of the Hume Health Centre (HHC) and Bimberi Youth Justice Centre (BYJC). The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: Driver's licence is mandatory. Previous experience within a custodial/corrections environment, and an understanding of medical terminology is desirable. Prior to commencement successful

candidates will be required to have current registration issued under the ACT *Working with Vulnerable People Act 2011* and undergo a pre-employment Police check.

Note: This is a temporary position available for eleven months. This position will be required to work at different sites within the Justice Health Services program as operational needs dictate.

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

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Medical
Radiation Therapist**

Radiation Therapist Grade 2 \$63,438 - \$87,683, Canberra (PN: 29270)

Gazetted: 16 March 2017

Closing Date: 30 March 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. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements: A recognised tertiary (or equivalent) qualification in Radiation Therapy.

Unconditional registration as a Radiation Therapy Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA), Medical Radiation Practice Board of Australia. ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes. Please note prior to commencement successful candidates will be required to Undergo a pre-employment Police check.

Notes: This is a temporary position available from 3 July 2017 until 1 July 2018. This recruitment process may be used to fill similar at level vacancies arising over the next 12 months.

Contact Officer: Brett Fittler (02) 6244 2218 brett.fittler@act.gov.au

**Population Health
Health Protection Service
Environmental Health
Public Health Officer**

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 29634, several)

Gazetted: 16 March 2017

Closing Date: 30 March 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. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT

population on specific health-related topics, which is done through the *Chief Health Officer's Report*. The Health Protection Service manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. A number of Public Health Officer positions are available in the Food Safety Team. The role may involve a variety of public health regulatory activities, including inspections of food businesses and management of outbreaks or other potential public health risks. There may also be future opportunities in the Environment Team depending on operational needs. The role would suit people with tertiary qualifications in Environmental Health. Alternatively, people with general tertiary Applied Science qualifications are encouraged to apply as Environmental Health training is available.

Eligibility/Other Requirements: Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA; OR have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent. Equivalency of studies and training is determined by senior environmental health staff. Applicants should call the contact officer for advice on whether they are eligible to apply. This is available at the Health Professional Level 1 or 2 classifications, dependent upon the successful applicant's experience. Health Professional Level 2 is available for those with at least 12 months experience. Health Professional Level 1 may be officer if the successful applicant is a recent graduate or has less than 12 months post graduate professional work experience. Bachelor in Applied Science (Environmental Health) or Bachelor in Applied Science and a Master or graduate diploma in Environmental Health or a Bachelor of Science with a Master or graduate diploma in Environmental Health. A current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Lyndell Hudson (02) 6205 1700 lyndell.hudson@act.gov.au

Canberra Hospital and Health Services

Pathology

Haematology

Scientist - Haematology

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 21303)

Gazetted: 16 March 2017

Closing Date: 6 April 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. 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: ACT Pathology is a department of the Canberra Hospital offering a diagnostic Pathology service to the ACT and surrounding region. The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities. The Haematology Laboratory, both at the Canberra Hospital and at Calvary hospital, operate 24 hours 7 days a week, 365 days a year. Under direction, the successful applicant will be required to perform Haematology, Coagulation and Transfusion procedures. Play a role in the trouble shooting of instrumentation, monitoring of Quality Control, provision of results, provision of blood and blood products for the Haematology laboratories at Canberra and Calvary Hospitals.

Eligibility/Other Requirements: A Science Degree or equivalent relevant qualification.

Desirable: Experience of one to two years working in a clinical Haematology Laboratory would be advantageous; and a relevant post Graduate or professional qualification would be an advantage. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: The successful applicant will be required to work 24/7 shifts including nights and weekends. A merit list will be established from this process and may be used to fill identical vacancies over the next 12 months, both part-time and full-time. Salary: Health Professional employees working in ACT Pathology, who are employed at or above the fifth pay point of the Health Professional 2 classification will be eligible to be paid a Pathology Allowance.

Contact Officer: Kerrie Andriolo (02) 6244 2034 kerrie.andriolo@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Administration Support Officer- Neurology

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 25156, expected vacancy)

Gazetted: 16 March 2017

Closing Date: 23 March 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. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Canberra Hospital and Health Services Neurology Department offers specialist Neurology consultation and Clinical Neurophysiological testing for patients of the ACT and surrounding region. Overview of the work area and position: Under general direction you will be responsible for the booking and scheduling of patient appointments as well as the preparation of patient correspondence and other documents related to the Neurology Department. You will also be required to support Medical Typing and coordination of signed letters for the Neurology Department.

Eligibility/Other Requirements: To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive; and adaptability and flexibility to accommodate change and provide responsive services to meet clients' needs. Medical typing qualification is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a part-time position at 22:03 hours per week/three days a week. The Salary advertised will be paid pro rata for part-time hours

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Administration Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 38098)

Gazetted: 16 March 2017

Closing Date: 23 March 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. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will manage the office/administrative aspects of the community based team by provision of high quality customer service to people accessing CAMHS Services, their networks and to ACT Health personnel.

Eligibility/Other Requirements: Must hold a current driver's licence. Experience in working with children and young people and experience with medical terminology would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a part-time position available at 18:01 hours per week. The salary noted above will be paid pro rata for part-time hours.

Contact Officer: Catherine Furner (02) 6205 1472 catherine.furner@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Child and Adolescent Mental Health
Mental Health Clinician
Health Professional Level 1 \$57,085 - \$72,732, Canberra (PN: 17613)

Gazetted: 16 March 2017

Closing Date: 23 March 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. 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: Child and Adolescent Mental Health Services (CAMHS), Perinatal Mental Health Consultation Service (PMHCS) provides mental health assessment, treatment and other

services including support, advice and referrals for women from conception to 12 months after giving birth experiencing moderate to severe mental health issues. As a HP1, under guidance from senior clinicians, conduct assessment and participate in treatment planning with a recovery focus for Perinatal clients presenting with mental health concerns. The role will also require the team member to undertake professional development, 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 ACT driver's licence; Social Workers must be registered under the *Working for Vulnerable People Act 2011*; Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. Desirable: Experience in working with Perinatal women experiencing mental health issues. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary part-time position available until 10 September 2017 at 29:24 hours per week. The advertised salary will be paid pro rata for part-time employees. Selection may be based on application and referee reports only. The successful candidate will be required to be available to work within all program areas of CAMHS as service needs arise; and for weekend and on call work when necessary.

Contact Officer: Cathy Ringland (02) 6205 1469 cathy.ringland@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Administrative Services Officer

Administrative Services Officer Class 2 \$52,208 - \$57,648, Canberra (PN: 36051)

Gazetted: 16 March 2017

Closing Date: 23 March 2017

Details: About us: 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); and Justice Health Services. Overview of the Work Area and Position: The Justice Health Services Primary Health Team is part of the Mental Health, Justice Health and Alcohol and Drug Services. Justice Health Services (JHS) Primary Health Team provides high quality primary healthcare to people located within the Alexander Maconochie Centre (AMC) and young people at Bimberi Youth Justice Centre (BYJC). You will be required to work at various JHS sites providing administrative support including front office duties.

Eligibility/Other Requirements: Current driver's licence is desirable. Prior to commencement successful candidates will be required to have a current registration issued under the ACT *Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

Note: This is a temporary position available for a period of nine months. This position will be required to work at different sites within the Justice Health Services program as operational needs dictate.

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

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Nutrition Assistant

Allied Health Assistant 2 \$49,301 - \$56,521, Canberra (PN: 27098)

Gazetted: 16 March 2017

Closing Date: 23 March 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. The Rehabilitation, Aged and Community Care (RACC) Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broad range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. Overview of the work area and position: Community Care Nutrition services are offered from community health centres and in patient homes across the ACT. The Community Care Nutrition service offers dietary assessments, advice and counselling for nutrition related needs that are associated with medical conditions such as: advanced and end stage renal failure, minor gastro intestinal conditions, malnutrition, chronic diseases, palliative care, and wound healing. Group programs are offered for individuals needing help for weight management or heart health. The Community Care Nutrition service also manages the Home Enteral Nutrition Service (HENS) which provides assessment, prescription and advice to clients 18 years or older, including advice on equipment issues. Under the direct or indirect supervision of an Allied Health Professional, the Nutrition Allied Health Assistant will play a key role in the day to day functioning of the nutrition team including but not limited to: providing direct clinical consultation to non complex patients, overseeing oral supplement drink samples, preferences and registration, undertake preparation for group sessions, computer based data entry and clinical documentation. Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance (Nutrition) or recognised equivalent. Current registration issued under the ACT *Working with Vulnerable People Act 2011*. Current driver's licence. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Experience working with participants in a community setting is desirable. Note: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Contact Officer: Sarah Gordon (02) 6205 1103 sarah.gordon@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Program

Assistant in Nursing - Community Care Program

Assistant in Nursing \$48,165 - \$49,796, Canberra (PN: 31111, several)

Gazetted: 16 March 2017

Closing Date: 23 March 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. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: This is an exciting opportunity to work in a supportive team, providing assistance with all aspects of daily living activities for a ventilator dependent patient in their own home. Orientation and training will be provided. Interested AIN's are encouraged to speak with the contact officer to discuss these positions.

Eligibility/Other Requirements: Certificate III in Health Services Assistance or recognized equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential. Recent experience in the care of ventilated patients 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*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: These are temporary positions available for nine months. Part-time hours will be considered. The salary noted above will be paid pro rata for part-time hours.

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

Canberra Hospital and Health Services

Clinical Support Services

Medical Physics and Radiation

Medical Physics Specialist - Senior

Senior Medical Physics Specialist \$140,047 - \$164,287, Canberra (PN: 23943)

Gazetted: 16 March 2017

Closing Date: 6 April 2017

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: Applications are invited from Qualified Medical Physicists in Radiation Oncology with a demonstrated ability to lead and foster quality research in radiation oncology medical physics and related disciplines and who wish to make a significant impact on public health by improving medical radiation services in the ACT. To be considered for this position, applicants are required to be registered, or demonstrate that they are eligible for and making progress towards registration, on the ACPSEM Register of Qualified Medical Physics Specialists in Radiation Oncology. Qualifications of overseas applicants will be assessed on their equivalence to the Australian system for which the applicant will be required to supply evidence of equivalency. The successful applicant will be part of the Medical Physics and Radiation Engineering (MPRE) department of ACT Health based at Canberra Hospital. The department is part of the Division of Clinical Support Services and is integral in providing clinical, scientific and support services to ACT Health including to the Capital Region Cancer Service (CRCS), the Medical Imaging Department (MID) and the Dental Health Program (DHP). The Department is accredited as a clinical site for Medical Physics Registrar training in Radiation Oncology and Diagnostic Imaging. The Department has strong collaborative opportunities with professionals working in CRCS, Clinical Engineering, MID, DHP, and all other users of radiation in ACT Health. ACT Health actively supports ongoing education through a study bank and the Allied Health Scholarship program. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of over 500,000. It is an expanding modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Infrastructure Program. The hospital is the major teaching hospital for the Medical School of the Australian National University. The department has strong links with both the University of Sydney and Wollongong University. The Department fosters a multidisciplinary environment in the specialities of nuclear medicine, radiology and radiation oncology which, combined with the future growth in ACT Health, makes MPRE an attractive place to work. MPRE staff are making major contributions to the implementation of safe and high quality medical radiation for the benefit of public patients. Your ability to meaningfully contribute to further these advances through research and development in radiation oncology medical physics will set you up to make a significant impact on public health.

Eligibility/Other Requirements: Medical Physics Specialist means a person who holds registration on the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) Register of Qualified Medical Physics Specialists in a designated specialty of medical physics. This position requires registration in Radiation Oncology Medical Physics. A Medical Physics Specialist or Medical Physics Registrar is classed as an allied health professional at ACT Health. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. A Medical Physics Specialist or Medical Physics Registrar who is required to be credentialed to work as ACT Health must demonstrate that they hold a degree or higher degree in science majoring in physics recognised by the Australian Institute of Physics (or equivalent), is eligible for membership of the ACPSEM, and maintains currency of continuing professional development. Prior to commencement successful

candidates will be required to undergo a pre-employment Police check; and comply with ACT Health credentialing requirements for allied health professionals (if relevant). The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: Commencement salary within the salary range will be dependent on experience and qualifications. The employer contribution to superannuation is in addition to salary. Salary sacrifice under the Public Benevolent Institutions provision is available. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. There is a higher qualifications allowance of \$5,000 per annum for PhD holders when at the top pay increment. Core working hours are 7:00am and 7:00pm weekdays (Monday to Friday) with flexible hours of work meaning that most staff usually work from around 9:00am to around 5:00pm, Monday to Friday. Weekend, evening or on-call work may be required from time to time. This position can be part-time or full-time, depending on negotiated working times. The working day and times of work are flexible and will be negotiated with the position holder with a pro-rata average of 36 hours 45 minutes to be worked each week (pro-rata of 1.0 FTE). Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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

Corporate

People and Workplace Strategy

Strategic Human Resources

Employee Relations Advisor - Enterprise Bargaining

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38091)

Gazetted: 14 March 2017

Closing Date: 24 March 2017

Details: The People and Workplace Strategy team is seeking an enthusiastic person to fill the temporary position of Employee Relations Advisor – Enterprise Bargaining. The successful applicant will assist the Senior HR Operations Manager by undertaking a range of technical advice and support activities relating to re-negotiations of replacement Enterprise Agreements for the Directorate; they will attend and record negotiation meetings, communicate changes/impacts to employees and managers of the Directorate as well as draft proposed agreement provisions as required. Other duties include the preparation of submissions, reports, recommendations and correspondence in relation to proposals for the Agreement. This position is suitable for someone who can build effective relationships with stakeholders to facilitate communication, feedback and input to the negotiation process.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are desirable however not essential.

Experience in a similar position is highly desirable.

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

Contact Officer: Liz Beattie (02) 6205 3995 liz.beattie@act.gov.au

Legislation, Policy and Programs

Road Safety and Transport Regulation

Senior Policy Officer

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 10879)

Gazetted: 09 March 2017

Closing Date: 16 March 2017

Details: Legislation, Policy and Programs advises on and develops policy and legislation in relation to all aspects of civil, criminal and transport law in the Territory. This position is responsible for research and the development of policy and legislation on a range of road, rail and public transport matters. The successful applicant will have strong communication skills, with a proven ability to deliver quality products within set timeframes. The successful

applicant will also be required to develop and promote positive relationships with stakeholders and represent the Directorate at high-level meetings.

Eligibility/Other Requirements: A Bachelor of Law degree, and/or experience in legislative development, would be highly regarded.

Note: This position is temporary, available until 9 March 2018 with the possibility of extension.

Contact Officer: David Horner (02) 6207 0199 david.horner@act.gov.au

ACT Corrective Services

Corporate Services

Executive Officer to the Director, Corporate Services

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 38180)

Gazetted: 15 March 2017

Closing Date: 29 March 2017

Details: ACT Corrective Services is seeking an Executive Officer to support the Director, Corporate Services. In this role, you will prepare high level documentation relating to various operational matters. The successful applicant will have the ability to communicate executive decisions to staff, managers and stakeholders, coordinate the implementation of strategic organisational initiatives, and support compliance with relevant legislation. In addition, the incumbent will be expected to carry out a wide range of administrative duties, including prioritising the Director's incoming and outgoing correspondence and/or other documentation, and write correspondence, briefings and written reports, along with other secretariat functions. Creating and maintaining processes and systems to support information management and quality assurance is part of the responsibilities of the position. To be successful, high level writing skills and proficiency in various forms of communication is necessary. Also required is demonstrated extensive experience in supporting organisational systems and processes, especially those relating to compliance. Your administrative skills will be of the highest order.

Eligibility/Other Requirements: A current driver's licence is highly desirable. The successful candidate will be required to undergo a criminal record check.

Contact Officer: Nancy King (02) 6207 2470 nancy.king@act.gov.au

Legislation, Policy and Programs

Restorative Justice Unit

Indigenous Guidance Partner

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 24436)

Gazetted: 09 March 2017

Closing Date: 28 March 2017

Details: The ACT's Restorative Justice Unit (RJU) is seeking expressions of interest for the role of Indigenous Guidance Partner. This role assists the Restorative Justice team to contact and engage with the Aboriginal and Torres Strait Islander community in relation to restorative justice referrals, processes and projects. We are seeking an active and energetic person to help provide culturally safe and relevant support and guidance throughout restorative justice processes as well as practical assistance in the form of transport to and from appointments with restorative justice and related placements/appointments. The successful applicant will be able to assist participants to achieve personal accountability in an informal justice setting while recognising and responding to needs that arise for First Nation's peoples from structural inequality and generations of disadvantage.

Eligibility/Other Requirements: This is an Aboriginal and Torres Strait Islander identified position. A document of confirmation of Aboriginality will be required. Experience working with Indigenous people in community or government settings is desirable. 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

Notes: This is a temporary position for up to six months with possibility of a further 12 month extension and/or permanency.

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

Contact Officer: Amanda Lutz (02) 6207 0041 amanda.lutz@act.gov.au

**Justice, Planning and Safety Programs
Legislation, Policy and Programs
Policy Officer**

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 37497)

Gazetted: 09 March 2017

Closing Date: 23 March 2017

Details: Legislation, Policy and Programs is seeking a motivated person to join the Justice Planning and Safety Programs Group at the Administrative Services Officer Class 5 level. The Group is responsible for developing policy and programs related to: Aboriginal and Torres Strait Islander justice; policing services for the ACT; Justice Reinvestment; Crime prevention; Victims of Crime; Sexual Assault; and, Justice statistics. Additionally, the Group is responsible for various Forums and Ministerially appointed bodies. This position will focus on undertaking work in relation to Aboriginal and Torres Strait Islander justice policy, processes and programs. The successful applicant must have an in-depth understanding of the issues faced by Aboriginal and Torres Strait Islander people and experience in developing and/or delivering services for the Aboriginal and Torres Strait Islander community. The successful applicant will achieve sustainable solutions through positive relationships, prepare advice and reports for relevant Ministers as well as manage contracts and procurement processes.

Eligibility/Other Requirements: Relevant tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice related environment would be desirable. In-depth understanding of the issues faced by Aboriginal and Torres Strait Islander people and experience developing/delivering services for the Aboriginal and Torres Strait Islander community.

Contact Officer: Oliver Kickett (02) 6207 7483 oliver.kickett@act.gov.au

ACT Corrective Services

Custodial Operations

Alexander Maconochie Centre

Administration Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 38287, several)

Gazetted: 15 March 2017

Closing Date: 29 March 2017

Details: ACT Corrective Services is seeking motivated and highly organised people to fill the role of Administration Officer, Custodial Operations. These positions are based at the Alexander Maconochie Centre (AMC) in Hume. Under the general direction of the Executive Officer (EO) to the General Manager, Custodial Operations, the successful applicants will provide office management and administrative support in a fast-paced office environment. Other key functions include, but are not limited to, assisting with the management of incoming and outgoing correspondence, providing reception and telephone services for the General Manager's office, preparing a range of documentation including letters, briefings and reports, assisting the EO with executive requests and secretariat responsibilities. The successful applicants will also be required to create and maintain registers in relation to the daily operations of the prison, demonstrate a sound understanding of the Microsoft Office Suite, including Word, Excel, Outlook and Access. The successful applicants will also be required to undertake a range of more complex tasks including minor procedure reviews and analytical reports containing recommendations for the AMC and Court Transport Unit. To be successful in this role you will possess excellent time management skills, strong attention to detail and a demonstrated ability to manage work priorities.

Eligibility/Other Requirements: The ability to write in shorthand and well developed keyboard skills are highly desirable. A current driver's licence is highly desirable. The successful candidate will be required to undergo a criminal record check. 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

Contact Officer: Caitlin Roy (02) 6207 4724 caitlin.roy@act.gov.au

Transport Canberra and City Services

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

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

Transport Canberra

Public Transport Operations

Flexible Transport Office

Special Needs Transport Coordinator

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 34458)

Gazetted: 15 March 2017

Closing Date: 29 March 2017

Details: The Flexible Transport Office operates the ACT Government's suite of specialised transport services including the Special Needs School Transport Network (SNT), the Community Transport Coordination Centre, the Flexible Bus Service for the elderly and the disabled and the Aboriginal and Torres Strait Islander community Bus. The Office has a vacancy for a full-time Special Needs Transport Coordinator. The successful applicant will work as part of a team managing special needs transport and the duties include; liaising with parents, schools, service providers, the NDIA and members of the public to determine transport arrangements for school students with disabilities and managing a complex data base. 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 and Torres Strait Islander background, and/or People with Disability to apply.

Eligibility/Other Requirements: 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

Note: This is a temporary position available until 31 December 2017.

Contact Officer: Ian Corey (02) 6205 0676 ian.corey@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 Workshops

Administration Support Officer

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 37173, several)

Gazetted: 15 March 2017

Closing Date: 22 March 2017

Details: Transport Canberra is seeking Administrative Support Officers to join the ACTION Fleet Services team. You will be required to work under the direction of the Workshop Manager and work in partnership with members of the Workshop and Fleet Services team. The Administrative Support Officer will provide administration and support to the Workshop Manager and Workshop team to assist in the day-to-day running of the workshops. 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: Driver's licence (C-Class) is mandatory.

Note: Positions are temporary, available for up to six months with the possibility of extension.

Contact Officer: Paul Mascord 0408 657 094 paul.mascord@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.

Environment, Planning and Sustainable Development

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

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

Strategic Planning

Major Projects and Transport

Senior Planner

Senior Officer Grade C \$98,977-\$106,542, Canberra (PN: 15475, several)

Gazetted: 14 March 2017

Closing Date: 30 March 2017

Details: The Strategic Planning Division in the Environment, Planning and Sustainable Development Directorate is seeking highly motivated, experienced and suitably qualified individuals to fill the roles of Senior Planner/Urban Designer. The Strategic Planning Division has responsibility for the development of city-wide urban land policies that underpin planning for the future urban growth, land supply, planning for major infrastructure for future urban areas and the character and structure of our city. These roles will require you to develop and deliver effective strategic planning and urban design policies, programs and projects; provide strategic planning policy and urban design advice and briefings; lead projects and assist to manage staff as part of a multidisciplinary team; and represent the Directorate in communications with a variety of government agencies, community groups and the general public.

Eligibility/Other Requirements: Tertiary qualifications in Urban Planning, Urban Design or another relevant professional area is highly desirable.

Note: This process will fill two temporary positions until 31 August 2017 and 22 December 2017 respectively with the possibility of extension.

Contact Officer: Adam Azzopardi (02) 6207 3541 adam.azzopardi@act.gov.au

Office of the Surveyor-General and Land Information

Spatial Information

Spatial Information Officer (ACTmapi)

Technical Officer Level 4 \$78,644 - \$90,006, Canberra (PN: 14830)

Gazetted: 14 March 2017

Closing Date: 28 March 2017

Details: The Office of the Surveyor-General and Land Information is seeking an experienced Spatial Information Officer to support the online web mapping tool ACTmapi. The successful candidate will work in a small team to assist in preparing spatial data and maps for online delivery, develop online mapping functionality and maintain the website to ensure that spatial information is accessible to the public.

Contact Officer: Mick Clifford (02) 6207 1608 michael.clifford@act.gov.au

Office of the Surveyor-General and Land Information

Spatial Information

Spatial Information Officer

Technical Officer Level 4 \$78,644 - \$90,006, Canberra (PN: 13614)

Gazetted: 14 March 2017

Closing Date: 28 March 2017

Details: The Office of the Surveyor-General and Land Information is seeking an experienced Spatial Information Officer to manage and maintain data stored in a spatial data management system. The successful candidate will work in a small team to assist in managing, distributing and analysing spatial data to support land development, urban design and other policies and programs of the ACT Government.

Note: This is a temporary position available until 26 June 2017 with the possibility of extension and/or permanency from this process. A merit list resulting from this recruitment process may be used to fill other positions within the Office of the Surveyor-General and Land Information over the next 12 months.

Contact Officer: Belinda Allison (02) 6205 3628 belinda.allison@act.gov.au

Asbestos Response Taskforce

Communications and Engagement

Senior Communications and Engagement Manager

Senior Officer Grade A \$135,384, Canberra (PN: 34873)

Gazetted: 15 March 2017

Closing Date: 22 March 2017

Details: Expressions of interest are invited to temporarily fill the position of Senior Communications and Engagement Manager supporting the functions of the Asbestos Response Taskforce. The successful applicant will have proven ability to lead a team to deliver high-quality community engagement and communications strategies. The Asbestos Response Taskforce promotes a workplace that actively seeks to include, welcome and value unique

contributions of all people. We encourage people with a disability, people from an Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position. Eligibility/Other Requirements: Relevant tertiary qualifications are highly desirable.

Notes: This is a temporary position available until 30 June 2018 with the possibility of extension. 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. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes. Selection may be based on written application and referee reports.

How to Apply: Applicants should provide their CV, including the name and contact details for two referees, along with a written statement of claims of no longer than two A4 pages in total. Applicants should show evidence of their relevant skills and experience with consideration for the Duty Statement and Selection Criteria.

Contact Officer: Chris Reynolds (02) 6207 5432 chris.reynolds@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Infrastructure Officer 5 \$140,651

David Edward Bills 853-54624, Section 68(1), 24 April 2017

Infrastructure Officer 5 \$140,651

Simon Peter Cox 772-79521, Section 68(1), 3 April 2017

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

Lama El-Hassan 846-91274, Section 68(1), 16 March 2017

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

Lena Lind 853-50914, Section 68(1), 6 March 2017

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

Fiona Platzer 848-68156, Section 68(1), 16 March 2017

Community Services

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

Erika Gillian Jung 853-54616, Section 68(1), 16 March 2017

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

Kim Ward 853-46325, Section 68(1), 10 March 2017

Health

Dentist Level 3 \$136,037

Christopher Bill 847-11140, Section 68(1), 3 March 2017

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

Jessica Depalog 853-50842, Section 68(1), 20 March 2017

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

Anthony Elphick 853-50412, Section 68(1), 16 February 2017

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

Simmimol Jose 834-46066, Section 68(1), 6 March 2017

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

Jacqueline Koch 853-54683, Section 68(1), 20 March 2017

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

Cree McRae 846-93130, Section 68(1), 13 March 2017

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

Chiou Wong 844-33494, Section 68(1), 6 March 2017

Justice and Community Safety

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

Caitlin Stamford 848-76295, Section 68(1), 16 March 2017

TRANSFERS

Chief Minister, Treasury and Economic Development

Claire Drinkwater: 836-12706

From: \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 4 \$65,671 - \$71,108

Chief Minister, Treasury and Economic Development, Canberra (PN. 35038) (Gazetted 6 February 2017)

Health

Megan Sanders: 843-91853

From: Technical Officer Level 2 \$58,355

Health

To: Technical Officer Level 2 \$58,355 - \$66,823

Health, Canberra (PN. 38122) (Gazetted 20 January 2017)

Chyanne Weatherby: 829-69834

From: Administrative Services Officer Class 6 \$78,644

Chief Minister, Treasury and Economic Development

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

Health, Canberra (PN. 35315) (Gazetted 12 January 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Sales, Marketing and Property Management

Venues Canberra

National Arboretum Canberra

Harley Baker: 827-94321

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

Environment, Planning and Sustainable Development

To: General Service Officer Level 9 \$68,126 - \$76,990

Chief Minister, Treasury and Economic Development, Canberra (PN. 37853) (Gazetted 9 January 2017)

Shared Services

Shared Services Information and Communication Technology (ICT)

Business Application Management

Manibharathi Jeyasekar: 848-7881

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

To: Information Technology Officer Class 2 \$78,644 - \$90,006
Chief Minister, Treasury and Economic Development, Canberra (PN. 19880) (Gazetted 11 November 2016)

Policy and Cabinet

Kym Johnson: 846-92357

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. 27073)

This promotion is to a non-advertised position and is made in accordance with Section 16 of the Public Sector Management Standards 2016

Treasury

Finance and Budget Division

Various

David Teuchert Walsh: 830-79075

From: Administrative Services Officer Class 2/3 \$52,208 - \$63,661
Health

To: Administrative Services Officer Class 4/5 \$65,671 - \$77,256
Chief Minister, Treasury and Economic Development, Canberra (PN. 12897) (Gazetted 20 January 2017)

Shared Services ICT

Business Application Management

ICT CIT

Rebecca Anne Trynes: 782-25525

From: Administrative Services Officer Class 4 \$65,671 - \$71,108
Canberra Institute of Technology

To: Information Technology Officer Class 2 \$78,644 - \$90,006
Chief Minister, Treasury and Economic Development, Canberra (PN. 17673) (Gazetted 15 December 2016)

Land Development Agency

Greenfield Branch, Urban Renewal Branch

Spencer Wright: 835-67917

From: Senior Officer Grade B \$116,570 - \$131,229
Community Services

To: Infrastructure Officer 4 \$117,576 - \$133,583
Chief Minister, Treasury and Economic Development, Canberra (PN. 14144) (Gazetted 13 September 2016)

Education

Office for Schools

Tuggeranong Network

Richardson Primary School

Stephanie Bermingham: 835-69314

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

To: Administrative Services Officer Class 3 \$59,152 - \$63,661
Education, Canberra (PN. 36734) (Gazetted 15 February 2017)

Office for Schools

South Weston Network

Duffy Primary School

Alice Lavina Lollback: 751-26625

From: School Assistant 2/3 \$44,392 - \$54,135

Education

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

Education, Canberra (PN. 25785) (Gazetted 7 December 2016)

Health

Corporate

Business Support

Logistics Support

Vele Baloski: 839-27468

From: Health Service Officer Level 4/5 \$49,220 - \$54,405

Health

To: Administrative Services Officer Class 3/4 \$59,152 - \$71,108

Health, Canberra (PN. 26276) (Gazetted 15 December 2017)

Population Health

Markus Froehlich: 846-91995

From: Health Professional Level 1 \$57,085 - \$72,732

Health

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

Health, Canberra (PN. 24699)

This promotion is to a non advertised vacancy and in accordance with Section N of the Health Professionals Enterprise Agreement 2013-2017.

Canberra Hospital and Health Services

Fiona Holihan: 839-25470

From: Health Professional Level 4 \$98,977 - \$106,542

Health

To: †Health Professional Level 5 \$116,570 - \$131,229

Health, Canberra (PN. 20880) (Gazetted 12 January 2017)

Canberra Hospital and Health Services

Hazel Hunt: 844-80290

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

Health

To: Registered Nurse Level 2 \$86,944 - \$92,151

Health, Canberra (PN. 22231) (Gazetted 9 February 2017)

Canberra Hospital and Health Services

Judith Mulenga: 827-22284

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

Health

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

Health, Canberra (PN. 37767)

Belinda Robson: 846-89764

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

Health

To: †Registered Nurse Level 3.1 \$99,680 - \$103,782

Health, Canberra (PN. 28469) (Gazetted 23 February 2017)

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Allison Turner: 839-54968**

From: Registered Nurse Level 2 \$86,944 - \$92,151
Health

To: †Registered Nurse Level 3.1 \$99,680 - \$103,782
Health, Canberra (PN. 25111) (Gazetted 2 February 2017)

Transport Canberra and City Services

**Transport Canberra
Public Transport Operations**

ACTION

Debra Jane Chamberlain: 835-80636

From: Administrative Services Officer Class 4 \$65,671 - \$71,108
Transport Canberra and City Services

To: †Administrative Services Officer Class 6 \$78,644 - \$90,006
Transport Canberra and City Services, Canberra (PN. A20190) (Gazetted 15 December 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.

Roads and Infrastructure

City Presentation

Licensing and Compliance

Sean Sloan: 778-72798

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. 12940) (Gazetted 31 January 2017)

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