



ACT
Government

ACT Government Gazette
Gazetted Notices for the week beginning 30 March 2017

Calvary Health Care ACT (Public)

Clare Holland House

Medical

TBA

Director of Palliative Care

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

Gazetted: 31 March 2017

Closing Date: 8 April 2017

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

Reference Number: 14792

Contact Officer: Andrew Skeels (02) 6264 7340 andrew.skeels@calvary-act.com.au

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

Calvary Health Care ACT

People and Organisational Development

Human Resources

TBA

Senior Officer Grade C

\$98,977 - \$106,542 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra

Gazetted: 6 April 2017

Closing: 11 April 2017

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

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

Reference: 14689

Contact Officer; Steve McLean steve.mclean@calvary-act.com.au

Canberra Institute of Technology

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

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

People and Organisational Governance

CIT Yurauna Centre

Senior Educator

Teacher Level 2 \$99,023 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36616)

Gazetted: 05 April 2017

Closing Date: 19 April 2017

Details: Under the general direction of the Director Yurauna Centre a Teacher Level 2 will, through quality leadership in and management of education and related activities, contribute to the achievement of departmental/divisional goals. Provide leadership and guidance to support Yurauna and teachers in relation to teaching and learning practices including: Develop and conduct mapping, assessments, validations and moderations in the Vocational Education and Training (VET) environment, provision of advice on the quality, efficiency and effectiveness of course, program or project delivery and monitor and evaluate relevant developments in education theory and educational technologies and advise the Director of these developments,

while maintaining a comprehensive and critical knowledge of current practices in vocational and adult education. Canberra Institute of Technology (CIT) is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: 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). Industry Experience: All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

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

Contact Officer: Caroline Hughes (02) 6207 3308 caroline.hughes@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

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

Enterprise Canberra

Innovate Canberra

Investment and Enterprise Development

Manager, Marketing – Investment and Enterprise Development

Senior Officer Grade B \$116,570 - \$131,229 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 27825)

Gazetted: 05 April 2017

Closing Date: 20 April 2017

Details: The Manager, Marketing, is a senior member of the Investment and Enterprise Development Team within Innovate Canberra, and will lead the development and implementation of Innovate Canberra's marketing strategies. The successful applicant will demonstrate relevant management and leadership experience in implementing a range of marketing programs, including the delivery of digital and content marketing activities designed to reach interstate and international audiences.

Note: This is a temporary position available until 3 November 2017, with the possibility of extension.

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

Enterprise Canberra

Innovate Canberra

Strategy and Policy

Manager, Strategy and Policy

Senior Officer Grade B \$116,570 - \$131,229 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 35602)

Gazetted: 30 March 2017

Closing Date: 6 April 2017

Details: The Manager, Policy and Strategy, is a senior member of the Innovation Policy and Diversification Strategy team within Innovate Canberra. In partnership with the Director and other team members the Manager will deliver the ACT Government's economic diversification policies and provide high level policy advice. The implementation of these objectives will be in line with key policy statements such as Confident and Business Ready: Building on Our Strengths, Canberra: A Statement of Ambition, Canberra: Australia's Education Capital and Canberra's International Engagement Strategy as set out in Innovate Canberra's Business Plan.

Eligibility/Other Requirements: Tertiary qualifications in Economics, Business or a related discipline would be well regarded.

Notes: This is a temporary position for over six months, with the possibility of extension and/or permanency based on this selection process.

Contact Officer: Geoff Keogh (02) 6207 8841 geoff.keogh@act.gov.au

Land Development and Corporate

Strategy and Program Design

Senior Policy Officer

Senior Officer Grade C \$98,977 - \$106,542 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 38367)

Gazetted: 05 April 2017

Closing Date: 12 April 2017

Details: The position of Senior Policy Officer as a part of the small Strategic & Program Design team will provide policy development and advice in relation to a range of activities across Government. The successful applicant will have strong communication and liaison skills, with a proven ability to deliver quality products within set timeframes. This is a great opportunity for a motivated officer with good policy development skills to make a significant contribution to economic development initiatives.

Eligibility/ Other Requirements: Qualifications in Public Policy, Law or similar or relevant experience in the operation of the Legislative Assembly would be advantageous.

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

Contact Officer: Simon Tennent (02) 6205 4961 simon.tennent@act.gov.au

Workplace Safety and Industrial Relations

Regulatory Policy

Senior Policy Officer/Secretariat Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17942)

Gazetted: 04 April 2017

Closing Date: 18 April 2017

Details: The Workplace Safety and Industrial Relations Division is seeking an experienced Senior Policy Officer to coordinate the various committees and sub-committees overseen by the Regulatory Policy Branch. This role is a unique opportunity for an experienced applicant who wants to be challenged by a busy and dynamic work environment. The principal role will be to provide quality secretariat services to the ACT Work Safety Council and its three sub-committees – opportunities for policy project work will also arise in this role. The successful candidate will have demonstrated abilities to; take accurate meeting minutes, effectively communicate with influence verbally and in writing; adapt to a continuously changing environment and deliver strategic and legislatively sound policy advice. Experience in drafting and editing high level documents including, meeting papers, correspondence, briefs, presentations and reports is critical in this role.

Contact Officer: Bill Smith (02) 6205 0917 bill.smith@act.gov.au

Shared Services

ICT Executive

ICT Security

Deputy Manager, ICT Security Forensics and Pen Testing

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 33021)

Gazetted: 03 April 2017

Closing Date: 10 April 2017

Details: Shared Services ICT Security is looking for a motivated and dynamic team leader with experience in digital forensics, penetration testing and coordination of security investigations. You will also have experience in providing security advice to business, and knowledge of security and privacy related legislation and policy, preferably within a public sector environment. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

Eligibility/Other Requirements: Professional certification in ICT Security, Incident Management, Ethical Hacking and/or Digital Forensics would be an advantage.

Contact Officer: Steven Callahan (02) 6207 1145 steven.callahan@act.gov.au

Shared Services

Technology Services

Service Assurance

ICT Purchasing Manager

Senior Officer Grade C \$98,977 - \$106,542 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 38140)

Gazetted: 31 March 2017

Closing Date: 14 April 2017

Details: Service Assurance is seeking an experienced ICT Purchasing Manager. The purpose of this position is to supervise staff within the ICT Purchasing Team and manage the purchasing of ICT goods and services on behalf of the ACT Government. The Manager will undertake financial reporting on ICT Purchasing and track the purchase of goods and services, manage complex orders and undertake less complex contract and purchasing actions with external suppliers and manage the monthly disposal process by liaising with Finance, Disposal broker and suppliers. The position will manage four staff members and will be required to start as soon as possible.

Note: This is a temporary position available until 12 May 2018 with the possibility of permanency.

Contact Officer: Phil Kerin (02) 6207 1478 phil.kerin@act.gov.au

Sales, Marketing and Property Management

Venues Canberra

Venues Canberra Facilities Coordinator and Technician

Technical Officer Level 4 \$78,644 - \$90,006 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 24031)

Gazetted: 03 April 2017

Closing Date: 17 April 2017

Details: Venues Canberra is responsible for the management of three major sporting venues; GIO Stadium, Manuka Oval, Stromlo Forest Park. Venues Canberra also manages Exhibition Park in Canberra (EPIC) and the National Arboretum Canberra (NAC). Venues Canberra is seeking an experienced person with relevant experience and ideally trade qualifications to support and coordinate the facility management of its venues. This position primarily supports facility management at GIO Stadium, Manuka Oval and Stromlo Forest Park. The successful applicant will be responsible for overseeing the implementation of scheduled and reactive maintenance; coordinating the maintenance of facilities and assets; assisting with capital works projects; assisting in ensuring

safe work practices and assisting in the delivery of each facility for events. The successful applicant will also require the ability to work within a small team, work autonomously and demonstrate strong organisational, communication and interpersonal skills. The position requires the ability to work after hours on weekends and public holidays in support of major events.

Eligibility/Other Requirements: Current driver's licence is essential. At least two years experience in contract and contractor management. At least two years experience in maintaining large facilities. Relevant project management experience. Ability to obtain white card, forklift, asbestos awareness and working at heights certification. The ability to perform regular after hours (overtime), public holidays and weekend work in support of booked events. Desirable: A qualified trade background, preferably Electrical or Air-Conditioning/Refrigeration; knowledge of the event industry and/or event industry experience; Forklift Operator licence; White card; Asbestos Awareness; Working at Heights; Confined Spaces and First Aid certification.

Contact Officer: Jared Rando (02) 6256 6709 jared.rando@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Senior Case Manager

Administrative Services Officer Class 6 \$78,644 - \$90,006 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 08037)

Gazetted: 30 March 2017

Closing Date: 20 April 2017

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations for enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals. Essential to the role is proactive communication and the coordination of day to day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment.

Eligibility/Other Requirements: Qualifications and/or extensive practical experience in compensation and rehabilitation case management, Human Resources, Allied Health or other related will be well regarded.

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

Contact Officer: Jennifer Lochard (02) 6205 9165 jennifer.lochard@act.gov.au

Access Canberra

Projects, Governance and Support

Business Development and Information

Software Test Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 43764)

Gazetted: 04 April 2017

Closing Date: 11 April 2017

Details: The Business Development and Information Team manages Information Communications Technology (ICT) systems administered by Access Canberra and provides software test services to ensure our systems are fit for purpose, support legislative processes and serve our customers' needs. The team coordinates a range of quality assurance processes across our ICT systems, supports project management activities and coordinates audit activities associated with use of our systems. This team is looking for a Software Test Officer who shows initiative,

sound judgement and can work effectively in a dynamic environment to deliver high quality outcomes. If this sounds like you, send us a 'two page pitch' responding to the following selection criteria: Detail your greatest achievements in the last five years and how they relate to this position and its duties; demonstrated ability, ingenuity, experience and qualifications making you the best person for this role; understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

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

Contact Officer: Sue Galinec (02) 6207 7601 sue.galinec@act.gov.au

Access Canberra

Customer Coordination

Contact Centre

Customer Service Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 38338, several)

Gazetted: 31 March 2017

Closing Date: 7 April 2017

Details: The Customer Service Officer is primarily responsible, under general direction, for providing outstanding customer service in a contact centre environment, giving high priority to customer satisfaction, while supporting efficient and consistent processes and operations, protocols and achieving measured targets. Duties and Responsibilities: As a member of a team respond to a range of customer needs by: consulting with customers to establish their needs, listening; providing clear, accurate and relevant information; receiving public monies and processing online transactions which will require accuracy and understanding of and adherence to ethics and privacy issues; seeking support from the Team Leaders and other support mechanisms when required, continuous learning; and complying with procedures, guidelines and policies, understanding government legislation and protocols. Enter or update data to modify existing/new database or customer records. Ensure the provision of high quality customer service by complying with ACT Public Service Customer Service Standards, policies and guidelines. Market and promote existing products and services to customers. Actively participate in maintaining and ensuring a safe and healthy work environment.

Eligibility/Other Requirements: Preferred: Certificate II or III (Contact Centre); minimum of 12 months experience in call or contact centre environment; good understanding of and ability to use the rego.act system; well-developed keyboard skills and computer literacy including internet access and general knowledge of the MS Office suite of applications.

Note: This position requires that applicants are available to work shifts on a rotating roster to ensure that there is coverage for lines of business over a 7 day week and available to assist outside business hours during emergency events. An order of merit will be established from this process and may be used to fill identical positions over the next 12 months.

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

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

Community Services

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

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

Strategy, Participation and Early Intervention

Organisational Governance

Legal and Accountability Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 10311)

Gazetted: 03 April 2017

Closing Date: 10 April 2017

Details: This position sits within the Organisational Governance Unit and reports to the Senior Manager of the Unit. This position will have significant contact with directorate officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines. The position manages Freedom of Information (FOI), Privacy and health records access matters across the Directorate, including providing advice to directorate officers on relevant procedures and processes. The position assists in the development and implementation of whole of agency policy and communication strategies that improve the provision of services to clients and the community wishing to access records under FOI/Health Records legislation. The position provides high-level advice and training to directorate officers in relation to their obligations under relevant accountability legislation. The position prepares high-level documentation for the Directorate in relation to Subpoenas, Summons and manages legal documentation applicable when seeking ACT Government Solicitor Advice on a range of matters. The position also oversees the management and support of the FOI officer within the unit.

Notes: To apply, please submit a statement of your experience and skills against the selection criteria, along with your current curriculum vitae and the contact details of at least two referees. Selection may be based on application and referee reports only.

Contact Officer: Kathy Ross (02) 6205 0244 kathy.ross@act.gov.au

Strategy, Participation and Early Intervention

Organisational Governance

Legal and Accountability Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 10311)

Gazetted: 30 March 2017

Closing Date: 6 April 2017

Details: This position sits within the Organisational Governance Unit and reports to the Senior Manager of the Unit. This position will have significant contact with directorate officers, requiring a high degree of sensitivity and confidentiality, as well as a highly responsive approach in responding to tight deadlines. The position manages Freedom of Information (FOI), Privacy and health records access matters across the Directorate, including providing advice to directorate officers on relevant procedures and processes. The position assists in the development and implementation of whole of agency policy and communication strategies that improve the provision of services to clients and the community wishing to access records under FOI/Health Records legislation. The position provides high-level advice and training to directorate officers in relation to their obligations under relevant accountability legislation. The position prepares high-level documentation for the Directorate in relation to Subpoenas, Summons and manages legal documentation applicable when seeking ACT Government Solicitor Advice on a range of matters. The position also oversees the management and support of the FOI officer within the unit.

Notes: To apply, please submit a statement of your experience and skills against the selection criteria, along with your current curriculum vitae and the contact details of at least two referees. Selection may be based on application and referee reports only.

Contact Officer: Kathy Ross (02) 6205 0244 kathy.ross@act.gov.au

Child and Youth Protection Services

Bimberi Residential Services

Youth Worker

Youth Worker 1/2 \$60,039 - \$72,175, Canberra (PN: 03331, several)

Gazetted: 03 April 2017

Closing Date: 21 April 2017

Details: Bimberi Youth Justice Centre and Bimberi Residential Services are looking for staff members who can work with young people with complex needs in a custodial and residential setting. Staffs need to be able to work within a team environment to enhance the safe care, support and supervision of young people and actively contribute to the case planning of young people. Staff will receive an attractive remuneration package (including shift penalties) and the opportunity for professional development. A compulsory induction training course of approximately 7-8 weeks will be provided. These positions involve rostered work at Bimberi Youth Justice Centre and Narrabundah House Indigenous Supported Residential Facility and include day, night and weekend work.

Eligibility/Other Requirements: Applicants must possess a current driver's licence and Senior First Aid Certificate. Applicants will also be required to undergo psychometric assessment, a medical test and meet a baseline standard fitness requirement as part of the recruitment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* and an Australian Federal Police check will be required for all applicants. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: Permanent, temporary and casual positions are available. There will be information sessions at Bimberi Youth Justice Centre regarding the advertised positions. These sessions will be held on Tuesday 11 April and Wednesday 19 April at 6pm to 7pm. RSVP to Contact Officer required. Past applicants are eligible to reapply
Contact Officer: Business Manager (02) 6205 9051 CYPsrecruitment@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.

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Assistant Marketing Manager, Social Media

Administrative Services Officer Class 4/5 \$65,671 - \$77,256 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 3505)

Gazetted: 31 March 2017

Closing Date: 7 April 2017

Details: Here's your opportunity to join the Canberra Theatre Centre's vibrant and fast-paced marketing department. Mix your love of live entertainment with your social media marketing experience. We're seeking an Assistant Marketing Manager with a focus on social media to look after the venue's social media portfolio. You'll need to be able to shuffle shifting deadlines and priorities efficiently and have knowledge of how a marketing campaign is structured and implemented in the live entertainment industry. You will play an integral part in the team by creating, driving and supervising the social media department as well as record keeping for the marketing team as a whole. You will also be responsible for how marketing elements of the venue are managed including managing in-venue electronic signage and other venue dressing. The right candidate will have extensive experience in social media campaigns focused on retention strategies to drive fan engagement, develop brand awareness, generate inbound traffic and cultivate ticket sales. In addition, you'll know the ins and outs of Google Adwords, Google Display network, Instagram and Twitter. The role also involves the creation of content for social media so your experience in Adobe Creative Suite and video capturing and editing is a must. If this sounds like you, let us know. Selection may be based on written applications and referee's reports.

Eligibility/Other Requirements: Degree or equivalent qualification.

Note: Applicants must provide a written statement addressing the selection criteria. This position is a one year temporary contract with the possibility of a two year extension or ongoing employment.

Contact Officer: Suzanne Hannema (02) 6243 5706 suzanne.hannema@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Canberra Museum and Gallery

Visitor Services

Cafe Operator

General Services Officer Level 2 \$43,857 - \$45,453 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 8521 and 8522)

Gazetted: 31 March 2017

Closing Date: 14 April 2017

Canberra Museum and Gallery (CMAG) is seeking applications from suitably experienced individuals to work as a Café Operator as part of the Visitor Services team. The museum and gallery is located in the heart of Canberra's CBD on the corner of London Circuit and Civic Square. The Cafe opening hours are Monday to Friday from 8.30am to 3.00pm. There are two part-time roles available with overlapping daily shifts. There are also occasional weekend openings of the Café in association with events at CMAG and in the city. These roles demand excellent customer service, organisation and communication skills. High quality hospitality services including the provision of food and beverage services, maintaining excellent food hygiene, maintaining stock inventory and ordering, management of a cash register and till balancing. The successful applicants will have experience working in a cafe or restaurant operation as a barista, ideally in a museum or gallery environment. This is a 12 month contract with the possibility of extension and/or permanency from this process. Salary will be pro rata at 22.5 hours per week. Eligibility/Other Requirements: Availability on Monday to Friday and must be prepared to work some weekends and evenings. Desirable: Current Food Safety Supervisor (SITXFSA101 ACT, SITXFSA201 ACT) certification and a current Senior First Aid Certificate.

Note: Applications must include a current CV with details of any of the above certifications. Applicants will be selected for interview based on CVs. Interview questions will be scenario-based and will reflect the selection criteria.

Contact Officer: Danyka Van Buuren (02) 6205 0584 danyka.vanbuuren@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education

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

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

School Performance and Improvement

Student Engagement

Student Wellbeing

Senior Psychologist

Senior Psychologist \$121,617, Canberra (PN: 02752, several)

Gazetted: 03 April 2017

Closing Date: 14 April 2017

Details: An exciting opportunity exists for an innovative leader to join the ACT Education Directorate as a Senior Psychologist. Senior Psychologists work as part of a multi-disciplinary team, from an ecological perspective, to support students with complex needs and challenging behaviours. The successful candidate will use their psychological expertise to lead the identification and implementation of evidence based practice within a multidisciplinary team and within schools; as well as supporting the professional practice of School Psychologists.

Eligibility/Other Requirements: Applicants must have: Full registration for at least three years as a psychologist with the Psychology Board of Australia or Full registration for at least three years as a psychologist with the Psychology Board of Australia and Teacher registration with ACT Teacher Quality Institute. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to -

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

Note: There is a permanent position available and also a temporary position available from 26 April 2017 until 26 April 2018 with the possibility of extension.

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.

Contact Officer: Beth Matters (02) 6207 6986 beth.matters@act.gov.au

Business Services

Infrastructure and Capital Works

Asset Strategies

Senior Project Officer

Infrastructure Officer 3 \$99,206 - \$108,902 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 31570)

Gazetted: 05 April 2017

Closing Date: 19 April 2017

Details: Infrastructure and Capital Works is seeking an Environmental Sustainability expert to assist the branch in the coordination and delivery of environmental sustainability projects, initiatives and policies and procedures within the Directorate and at Canberra public schools. This is an opportunity to achieve on-ground sustainability improvements by working with schools throughout the Territory to reduce resource usage, considering energy, water and waste management. This position plays a key role in enabling the Directorate to reach the ACT Government's target of carbon neutral operations by 2020.

Eligibility/Other Requirements: Relevant Tertiary qualifications and/or experience in environmental sustainability. Possession of a "White Card" or the willingness to obtain would be desirable.

Contact Officer: Teresa Morey (02) 6207 5377 teresa.morey@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.

School Performance and Improvement

Belconnen Network

Kaleen Primary School

Classroom Teacher – Year 1

Classroom Teacher \$61,597 - \$97,374 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 04650)

Gazetted: 05 April 2017

Closing Date: 4 May 2017

Details: Kaleen Primary School is a P-6 School with approximately 600 students and operates with 22 classes from K-6 and three Preschool sessions in 2017. We are seeking a highly motivated Primary School Classroom Teacher to join our junior school team to teach a year 1 class until the end of 2017.

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

Note: This is a temporary position available 9 June 2017 until 26 January 2018.

Contact Officer: Sarah Milligan (02)6205 5888 sarah.milligan@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

Tuggeranong Network

Bonython Primary School

60% Science / 40% Mainstream

Classroom Teacher \$61,597 - \$97,374 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 05021)

Gazetted: 05 April 2017

Closing Date: 4 May 2017

Details: Bonython Primary is an inquiry learning school who believe in real learning in real context. The position is a full time position working with all classes across the school. - 60% release role: K-6 (Science) - 40% mainstream (releasing teachers as part of coaching / mentoring model)

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

Note: This is a temporary position available until 26 January 2018.

Contact Officer: Greg Terrell (02) 6205 6565 gregory.terrell@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

Belconnen

Belconnen High School

Classroom Teacher - Languages

Classroom Teacher \$61,597 - \$97,374 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 04614)

Gazetted: 05 April 2017

Closing Date: 27 April 2017

Details: Belconnen High School is seeking a Teacher to fill a languages role within the school. Applicants are sort for either French or Indonesian languages. The successful applicant will be required to be an integral part of the school's Professional Learning Community (PLC) model.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification or Certificate IV in Assessment and Training and/or tertiary language studies. Mandatory: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available until 26 January 2018.

Contact Officer: Diana Whymark (02) 6205 6844 diana.whymark@ed.act.edu.au

School Performance and Improvement

North/Gungahlin Network

Palmerston District Primary School

Classroom teacher - Year 2

Classroom Teacher \$61,597 - \$97,374 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 02880)

Gazetted: 05 April 2017

Closing Date: 4 May 2017

Details: Palmerston District Primary School requires a dynamic Classroom Teacher for a Year 2 class with a demonstrated ability to build relationships with students, staff and parents. As a member of a PLT ability to plan, meet and differentiate the needs of a mixed ability class with a focus on gifted and talented students 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. Prior to commencing this role, a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wvvp.

Note: This is a temporary position available until 26 January 2018.

Contact Officer: Kate Flynn (02) 6142 1440 kate.flynn@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

Belconnen Network

Miles Franklin Primary School

Classroom Teacher - Kindergarten

Classroom Teacher \$61,597 - \$97,374 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 09616)

Gazetted: 31 March 2017

Closing Date: 10 April 2017

Details: An opportunity exists for a Classroom Teacher to work in an authorised International Baccalaureate (IB) World School delivering the PYP (Primary Years Programme). We offer excellent ICT resources, collaborative teams and IB accredited training along with regular professional learning. Parental support is very high. This position is for a Kindergarten Class Teacher working with a team of two other Kindergarten Class Teachers and a specialist reading intervention teacher with the strong probability of this position being extended in the school into 2018.

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.

Notes: This is a temporary position available from 26 April 2017 until 26 January 2018 with the possibility of extension. This position will close at 5:00pm on the closing date.

Contact Officer: Chris Jones (02) 6205 7533 chris.jones@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.

Business Services Division

Governance and Community Liaison

Ministerial and Commonwealth Relations

Ministerial Liaison Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 00141)

Gazetted: 03 April 2017

Closing Date: 17 April 2017

Details: This position coordinates support and advice to the Minister for Education and Early Childhood Development, in relation to all ministerial correspondence, briefings and preparation of the weekly meeting materials. The position also coordinates weekly reporting documents and supports project work carried out by Senior Officers. The occupant of this position will be a motivated person with an eye for detail, high level administrative and organisational skills and a sound knowledge of government policies and processes.

Eligibility/Other Requirements: Working knowledge of TRIM is desirable.

Notes: This is a temporary position with the possibility of extension.

Contact Officer: Chris Jones (02) 6207 0333 chrisd.jones@act.gov.au

Office for Schools

South Weston Network

Telopea Park School

Finance and Administration Officer

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38318)

Gazetted: 03 April 2017

Closing Date: 17 April 2017

Details: Telopea Park School is a unique K-10 bi-national school seeking a highly motivated person with sound financial and excellent customer service skills, including Maze, to work flexibly and effectively as part of a team. This position involves close daily contact with students, staff, parents and the school community. The successful applicant will liaise closely with the Business Manager on financial matters.

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.

First Aid qualification, or willingness to undertake appropriate training. Desirable: Certificate in Business Administration. Working knowledge of MAZE and financial processes.

Notes: Applicants are strongly encouraged to contact the Contact Officer for further information regarding the details of this position.

Contact Officer: Mary Ryan (02) 6142 3356 mary.ryan@ed.act.edu.au

Office for Schools

South Weston Network

Telopea Park School

Administration and Executive Officer

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38336)

Gazetted: 04 April 2017

Closing Date: 18 April 2017

Details: Telopea Park School is a unique K-10 bi-national school seeking a highly motivated person with excellent organisational and office skills. A good knowledge of Maze is essential. A calm manner and the ability to work flexibly and effectively as part of a team is paramount. This position involves close daily contact with students, staff, parents and the school community. The successful applicant will liaise closely with the Business Manager on administrative matters.

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

Desirable: Certificate in Business Administration. Working knowledge of MAZE, financial processes and Microsoft Office packages. First aid qualifications, or willingness to undertake appropriate training if required. Applicants are strongly encouraged to contact the Contact Officer for further information regarding the details of this position.

Contact Officer: Mary Ryan (02) 6142 3356 mary.ryan@ed.act.edu.au

Office For Schools

Belconnen Network

Kingsford Smith School

Executive Assistant and Administrative Support Officer

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38366)

Gazetted: 31 March 2017

Closing Date: 28 April 2017

Details: Kingsford Smith School is seeking a highly motivated person to fill the position of Executive Assistant and Administrative Support Officer. The successful applicant will work closely with the Principal, Business Manager and the School Executive undertaking various administrative duties. The successful applicant will possess excellent organisational, communication and customer service skills and must have the ability to work within a dynamic work environment with competing demands. The successful applicant will effectively and accurately enter data, produce records/reports and provide administrative support to staff. High level interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible member of a collaborative administrative team.

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.

Desirable: Certificate III or equivalent e.g. Business Administration (Education) Education Support, Government (School Support Services).; knowledge of office practices and procedures; knowledge of Microsoft Office packages, First Aid qualification or willingness to undertake appropriate training.

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

Contact Officer: Paul Branson (02) 6142 3399 paul.branson@ed.act.edu.au

Office for Schools

Belconnen Network

Miles Franklin Primary School

Administrative Coordinator-Executive and Enrolment

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38084)

Gazetted: 03 April 2017

Closing Date: 10 April 2017

Details: Miles Franklin Primary School is seeking a highly experienced Executive Assistant and Administration Support Officer to work in a dynamic, fast paced environment. The successful applicant will take on a supervisory role in the schools front office, assist with various financial duties and lead the enrolment processes under the direction of the Business Manager. The successful applicant will have strong customer service skills and be proficient in the use of a variety of computer applications, databases and spreadsheets with the ability to advise on and implement effective office work practices.

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

Desirable: Certificate in Business Administration; knowledge of office practices and procedures; knowledge of Microsoft Office products and package, First Aid qualification, or willingness to undertake appropriate training.

Note: Applicants are strongly encouraged to contact the Contact Officer for further information regarding the details of this position.

Contact Officer: Chris Jones (02) 6205 7533 chris.jones@ed.act.edu.au

Office for Schools

South/Weston Network

The Woden School

Building Service Officer 2

General Service Officer Level 6 \$54,137 - \$56,596 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 01519)

Gazetted: 31 March 2017

Closing Date: 14 April 2017

Details: The Woden School is a Special School (7-12). We are seeking a self-motivated person with initiative to fill the position of Building Services Officer. They will support the Business Manager under limited supervision to assume responsibility for the security of the school buildings, furniture, fittings and equipment; manage maintenance repairs to the school buildings and carry out daily grounds maintenance. The successful applicant will undertake regular inspections to determine priorities, perform, organise and oversee repairs, support the school master plan initiatives as required, and provide support to the school's sustainability. The successful applicant will be required to communicate effectively with members of the school community and to supervise contractors and conduct WHS inductions.

Eligibility/Other Requirements: Mandatory Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

https://www.worksafe.act.gov.au/health_safety. Mandatory Training in other WHS procedures will be required during employment, for example: Working at Heights, Sharps. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required.

For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 Desirable: An understanding/awareness of Disability and of a school environment; an industry recognised trade qualification or equivalent work experience. A current First Aid Certificate. This position requires a good understanding of computer systems or a willingness to undertake additional training if required.

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

Contact Officer: Jenna Blake (02) 6142 0206 jenna.blake@ed.act.edu.au

Office for Schools

Tuggeranong Network

Calwell High School

Learning Support Assistant

School Assistant 2/3 \$45,058 - \$54,947, Canberra (PN: 01397)

Gazetted: 03 April 2017

Closing Date: 18 April 2017

Details: Calwell High School is seeking a highly motivated, passionate person to work as part of a collaborative team to provide high-level personal and educational support to students with special needs and moderate disabilities. The successful applicant may be responsible for the physical well being of a student or groups of students.

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.

Desirable: Relevant experience working with special needs students Certificate III in Disability Study. First Aid qualification, or willingness to undertake appropriate training.

Notes: This is a temporary part-time position at 15:22 hours per week available until 26 January 2018 with the possibility of extension. The salary noted above will be paid pro rata. Selection may be based on application and referee reports only.

Contact Officer: Bruce McCourt (02) 6205 6833 bruce.mccourt@ed.act.edu.au

Office for Schools

Tuggeranong Network

Calwell High School

School Assistant 2

School Assistant 2 \$44,392 - \$49,022 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 38380)

Gazetted: 03 April 2017

Closing Date: 17 April 2017

Details: Calwell High School is seeking candidates with outstanding skills and experience for the position of Hospitality/Kitchen Assistant. The ideal candidate will undertake a range of manual duties and assist teaching staff, regarding the implementation and delivery of hospitality educational programs. Under general direction the successful person will assist teachers in the preparation of classroom activities and be responsible for the safe storage of food, hygienic and accurate preparation of food and equipment for classes. Clean, maintain and set up equipment, assist with the purchasing of food and equipment, consumables and educational technology. Assist the administration team with photocopying, book binding and other tasks as required.

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.

Desirable: Relevant experience in hospitality and food preparation and storage. First Aid qualification, or willingness to undertake appropriate training.

Notes: This is a temporary part-time position at 15:22 hours per week available until 26 January 2018 with the possibility of extension. The salary noted above will be paid pro rata.

Contact Officer: Elissa East (02) 6205 6833 elissa.east@ed.act.edu.au

Health

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

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

Canberra Hospital and Health Services

Chief of Clinical Operations

Imaging Director of Medical Imaging

Senior Officer Grade A \$137,415, Canberra (PN: 27405)

Gazetted: 6 April 2017

Closing Date: 20 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. Overview of the work area and position: The Director of Medical Imaging is responsible to the Executive Director Canberra Hospital and Health Services for the operational leadership and management of the Medical Imaging department and to develop, support, and supervise teams and individuals in order to provide high quality, efficient, professional and friendly services to patients and referrers whilst achieving business and clinical goals and targets. This includes managing the Department's budget.

Eligibility/Other Requirements: Professional experience in a similar or related environment; experience in leadership and management of multi disciplinary teams; experience in developing and maintaining key internal and external stakeholder relationships; demonstrated operational, financial and business acumen; demonstrated knowledge of quality, safety and risk in a health care setting or similar. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Tonia Alexander (02) 6244 2169 tonia.alexander@act.gov.au

Corporate

ICT Health

Health-E Future

Capital Project Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 20069)

Gazetted: 6 April 2017

Closing Date: 20 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.

The Digital Solutions Division is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; management and support of the Health Directorate clinical records across acute, primary and community based services; coordination of ICT projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance of ICT policies and procedures; and ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance branch is focused on defining and delivering a balanced portfolio of ICT investment initiatives that is capable of achieving organisational objectives while

maintaining effective business as usual operations. The achievement of this is done through three integrated work streams: Front Door, focused on defining investment requirements; Project Management Office (PMO), focused on overseeing the delivery aspects of approved investments; Architecture Design Authority, providing Enterprise Architecture capability in support of Front Door and PMO activities. The Project Manager will perform project management functions in line with the PMO framework and Digital Solutions Divisions processes.

Eligibility/Other Requirements: Project Management experience in healthcare setting 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 12 months with the possibility of extension for up to two years.

Contact Officer: Kerri McGufficke (02) 6205 9193 kerri.mcgufficke@act.gov.au

Canberra Hospital and Health Services

Pathology

Cytogenetics

Senior Scientist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21536)

Gazetted: 6 April 2017

Closing Date: 13 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. ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Overview of the Work Area and Position: The Cytogenetics Department provides a diagnostic constitutional and oncology service to Canberra and the surrounding region. Our multi-disciplinary team is comprised of two Health Professionals Level 3 (HP3) and four Health Professionals Level 2 (HP2). Services provided include culturing and harvesting of a variety of tissue types including blood, bone marrow and solid tissues to perform conventional karyotyping and Fluorescence In Situ Hybridisation (FISH). Instrumentation includes the MetaSystem Metafer and MetaCyte slide scanning platforms. Under the direction of the Chief Scientist of Cytogenetics you will work closely with the other HP3 to provide day-to-day supervision, leadership, strategic planning and optimal operational management. It is anticipated that this position will be involved in the validation of a microarray service in our laboratory.

Eligibility/Other Requirements: A degree in Medical Laboratory Science or equivalent relevant qualifications. A minimum of five years experience in a diagnostic Cytogenetics laboratory is highly desirable. Membership qualification of the Human Genetics Society of Australasia (MHGSA) is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. An order of merit may be established from this recruitment process to fill future full-time and part-time temporary and permanent vacancies at level which may arise over the next 12 months. Selection may be based on written application and referee reports only or a combination of application and interview. This position will be required to participate in overtime and on call roster.

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

Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Radiation Oncology
Radiation Therapist

Radiation Therapist Grade 4.1 \$113,563 - \$117,319 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 12108)

Gazetted: 06 April 2017

Closing Date: 13 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 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: 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. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases; and comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals.

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

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

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

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 18243)

Gazetted: 06 April 2017

Closing Date: 13 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 and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: • ACT Wide Mental Health Services (ACT Wide MHS) • Adult Community Mental Health Services (ACMHS) • Adult Acute Mental Health Services (AAMHS) • Alcohol and Drug Services (ADS) • Child and Adolescent Mental Health Services (CAMHS) • Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct intake/risk assessment and clinical management to young adults with complex mental health needs who reside in the STEPS facility. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications with the ACT Nursing and Midwifery Board and eligibility for membership of the appropriate professional organization. Must hold a current driver's licence. Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. Experience in working with children and young people is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Note: This is an anticipated vacancy to fill a permanent, full time position available from May 2017. An Order of Merit may be used to fill future identical full time permanent vacancies in either the North or South Community Teams within a 12 month period.

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

Innovation

Research

Medical Oncology Clinical Trials

Clinical Trials Coordinator

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 20610, several)

Gazetted: 06 April 2017

Closing Date: 13 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 and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Clinical Trials Coordinators role is one of support and coordination of varying clinical research projects within the Medical Oncology Clinical Trials Unit at Canberra Hospital. The Clinical Trials Coordinator will be the contact person for all aspects of the planning, conduct and management of the individual projects including submission of documentation and budgets to Ethics. They will be involved in negotiations with Sponsors and other clinical trials groups. We are seeking a Registered Nurse with highly developed interpersonal skills, knowledge and experience to work with, support and provide excellent safe care of Oncology patients who participate on Clinical Trials.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Experience in Medical Oncology Clinical Trials is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: These are temporary positions available for a period of 12 months with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Olive Doig (02) 6244 3856 olive.doig@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Child Protection Education Officer

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22643)

Gazetted: 06 April 2017

Closing Date: 20 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. Overview of the work area and position: The Child Protection Training team develops, provides and evaluates all mandatory child protection training for ACT Health and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies. The role of the Child Protection Training Officer is to participate in the development, presentation and evaluation of education and training programs and strategies in child protection for ACT Health in collaboration and consultation with the child protection education and training team. An understanding of the impact of violence, abuse and neglect on children is an important part of this role. The successful candidate must have strong presentation skills and an ability to work respectfully in partnership with a range of stakeholders.

Eligibility/Other Requirements: Unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse, current driver's licence and vocational or tertiary qualification in education e.g. Certificate 4 in Training and Assessment is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for 12 months with the possibility of extension. Applications for part-time or job share will be considered. The salary noted above will be paid pro rata for part-time positions.

Contact Officer: Deborah Colliver (02) 6244 2712 deborah.colliver@act.gov.au

Canberra Hospital and Health Services
Women, Youth and Children
Department of Neonatology
Skilled Neonatal Intensive Care Trained Nurse
Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 26998)

Gazette: 6 April 2017

Closing Date: 13 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. Overview of the work area and position: The Child Protection Training team develops, provides and evaluates all mandatory child protection training for ACT Health and other health professionals upon request. This includes information around roles and responsibilities according to legislation and policies. The role of the Child Protection Training Officer is to participate in the development, presentation and evaluation of education and training programs and strategies in child protection for ACT Health in collaboration and consultation with the child protection education and training team. An understanding of the impact of violence, abuse and neglect on children is an important part of this role. The successful candidate must have strong presentation skills and an ability to work respectfully in partnership with a range of stakeholders. Eligibility/Other Requirements: Unconditional registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse, current driver's licence and vocational or tertiary qualification in education e.g. Certificate 4 in training and assessment is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for 12 months with the possibility of extension. Applications for part-time or job share will be considered. The salary noted above will be paid pro rata for part-time positions.

Contact Officer: Susan Feltrin (02) 6174 7578 susan.feltrin@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Rehabilitation and Specialty Mental Health
Registered Nurse
Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 23288)

Gazetted: 06 April 2017

Closing Date: 13 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. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: This nursing position is based in the Older Persons Mental Health Community. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT. In this position the person will provide assessment, recovery planning, clinical coordination and therapeutic interventions.

Eligibility/Other Requirements: Tertiary qualification or equivalent in Nursing with current ACT registration with Australian Health Practitioner Regulation Agency (APHRA). Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

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

Canberra Hospital and Health Services

Medicine

Acute Support Service

Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27718)

Gazetted: 06 April 2017

Closing Date: 20 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. We seek an enthusiastic HPO3 level Occupational Therapist to join our team on a permanent part-time basis. This position forms a part of our senior staff group. To excel at this role you will have high level skills in providing Occupational Therapy in the acute setting. Our main practice is across adult services but skills in paediatric practice would also be beneficial. The work will be challenging but rewarding and you will be assisting patients to achieve their goals. If you have what it takes to rise to the challenges presented by this position then we would love to hear from you. The Acute Support Occupational Therapy Team is located within the Division of Medicine. We provide acute occupational therapy across a range of clinical practice areas including neurology and neurosurgery, medical and surgical wards, cardiology and renal, the emergency department, plastics, oncology, women's health and paediatrics. Working closely with other disciplines within a multidisciplinary framework, the Acute Support Occupational Therapy Team works to provide an Occupationally focused perspective that is unique to our profession. We do this to enhance and support the patient journey through the Canberra Hospital environment and provide our expertise on therapy and restorative processes, recovery and expected outcomes, cognition and memory, and equipment prescription and home modification. Overview of the work area and position: The Acute Support Occupational Therapy team is responsible for the delivery of Occupational Therapy services to the acute areas of the Canberra Hospital and ensuring that individual patients' needs are met from the perspective of our profession while contributing to the safe and timely discharge of patients to their home environments in line with State and Federal requirements. Under operational supervision you will play a key role in providing day to day occupational therapy to a range of patients within the caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team.

Eligibility/Other Requirements: Registered with the Australian Health Practitioner Regulation Agency. Tertiary qualifications or equivalent in Occupational Therapy and eligibility for membership of Occupational Therapy Australia. Must hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. A Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases will be required prior to a formal offer of employment being made.

Contact Officer: Domenico Tripodi (02) 6244 3286 domenico.tripodi@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Clinical Psychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 18516)

Gazetted: 06 April 2017

Closing Date: 20 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. Mental Health, Justice Health, Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support 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 people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: o Adult Acute Mental Health Services o Rehabilitation and Specialty Services o Adult Community Mental Health Services o Alcohol & Drug Services o Child and Adolescent Mental Health Services o Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual 's needs. The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists. At ACT Health we are 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, or People with Disability, to apply for all positions.

Eligibility/Other Requirements: At least a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1) or Masters/Doctoral degree in Clinical Psychology. General Psychology registration with the Australian Health Practitioner Regulation Agency (AHPRA). Area of Practice Endorsement in Clinical Psychology. Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention. A minimum of three years paid work experience in a related/relevant organisation/service. Current driver's licence. AHPRA Board Approved Psychology Supervisor for Higher Degree students, Primary/Secondary supervisor for Area of Practice Endorsement in Clinical Psychology is desirable. Prior to commencement successful candidates will be required to

undergo a pre-employment Police check; obtain a compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes; and comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Kerry Crawford (02) 6174 3228 kerry.crawford@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Medical Adult Acute Mental Health Services

Social Worker

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 24104)

Gazetted: 06 April 2017

Closing Date: 20 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. At ACT Health we are 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, or People with Disability, to apply for all positions. Mental Health, Justice Health, Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support 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 people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

- o Adult Acute Mental Health Services
- o Rehabilitation and Specialty Services
- o Adult Community Mental Health Services
- o Alcohol and Drug Services
- o Child and Adolescent Mental Health Services
- o Justice Health Services.

Overview of the work area and position: Adult Acute Mental Health Services provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs. The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Bachelor of Social Work degree or AASW accredited Master of Social Work (Qualifying) degree. Eligibility for membership of the Australian Association of Social Workers. Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention. A minimum of three years paid post qualifying work experience in a related/relevant organisation/service. Current driver's licence. Prior to commencement successful candidates will be required to

undergo a pre-employment Police check; obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.; and comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals.

Contact Officer: Kerry Crawford (02) 6174 3228 kerry.crawford@act.gov.au

Corporate

ICT Health

Health-E Future Capital

Project Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15158, several)

Gazetted: 06 April 2017

Closing Date: 20 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.

The Digital Solutions Division is responsible for: implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; management and support of the Health Directorate clinical records across acute, primary and community based services; coordination of ICT projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance of ICT policies and procedures; and ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance branch is focused on defining and delivering a balanced portfolio of ICT investment initiatives that is capable of achieving organisational objectives while maintaining effective business as usual operations. The achievement of this is done through three integrated work streams: Front Door, focused on defining investment requirements; Project Management Office (PMO), focused on overseeing the delivery aspects of approved investments; Architecture Design Authority, providing Enterprise Architecture capability in support of Front Door and PMO activities. The Project Officer position will perform project management functions in line with the PMO framework and Digital Solutions Divisions processes.

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

Note: These are temporary positions available for 12 months with the possibility of extension for up to two years.

Contact Officer: Kerri McGufficke (02) 6205 9193 kerri.mcgufficke@act.gov.au

Corporate

ICT Health

Health E-Future Capital

Clinical Forms Project Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 38284)

Gazetted: 06 April 2017

Closing Date: 13 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. Overview of the work area and position: Digital Solutions Division is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; management and support of the Health Directorate clinical records across acute, primary and community based services; coordination of ICT projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance

of ICT policies and procedures; and ensuring Health Directorate information security. The Digital Solutions Division is currently implementing Health-e Future, a \$90 million e-health investment aimed to facilitate a safe, high quality, secure and sustainable health care service in a patient-centric environment, where eHealth systems ensure the right information is available to the right person at the right time, regardless of their location. As the Clinical Forms Project Officer, you will work as part of a team and report to the Clinical Record Scanning Solution Project Manager, to assist in effective transition to new solution, assist in forms review, workflow, and process, provide project support and assist in developing electronic clinical record forms and templates.

Eligibility/Other Requirements: Experience in the use and development of clinical record forms; and a thorough knowledge and understanding of current clinical record forms processes is desirable. 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: Renee Schofield (02) 6205 9069 renee.schofield@act.gov.au

Corporate

ICT Health

Health E-Future

Subject Matter Expert

Administrative Services Officer Class 5 \$74,081 - \$78,414, Canberra (PN: 37601)

Gazetted: 06 April 2017

Closing Date: 13 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. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high level leadership and advice on policies, planning, and implementation of strategies in relation to information and communication technology (ICT) projects. DSD is responsible for delivering patient centric technology solutions through the: development, implementation and support of the Health Directorate Information; communication Technology (ICT) Strategic Plan, policies, processes and procedures; development, implementation and support of technology solutions and projects; management of the relationship with Health Directorate ICT vendors including Shared Services; and prudent financial management of allocated funds. Overview of the work area and position: As the Subject Matter Expert, you will work as part of a team and report to the Clinical Record Scanning Solution Project Manager, to provide clinical record expertise and business knowledge on the Clinical Record Scanning Solution (CRIS Replacement) Project.

Eligibility/Other Requirements: Experience in the use of clinical record scanning solutions; and a thorough knowledge and understanding of current clinical record scanning processes is desirable. 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: Renee Schofield (02) 6205 9069 renee.schofield@act.gov.au

Corporate

Health Infrastructure Service

Electrician

***Senior Building Trade \$71,995 - \$76,990, Canberra (PN: 35686)**

Gazetted: 06 April 2017

Closing Date: 13 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 (CHHS) provides

acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The position of Electrician is responsible for planned and reactive maintenance of buildings, plant and non-medical equipment and engineering services for all ACT Health sites. The position reports to the Electrical Supervisor.

Eligibility/Other Requirements: Mandatory: Electrical Trade Certificate, current Electricians License, eligible for ACT "A" Grade Electricians License. Industrial Electronics Certificate or other acceptable Electronics Qualifications and/or not less than two years on the job experience working mainly on complex or intricate circuitry; and current unrestricted driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Andrew Steele (02) 6244 4530 andrew.steele@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Nursing

Data Manager

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 17356)

Gazetted: 06 April 2017

Closing Date: 13 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. Overview of the work area and position: The Administrative Service Officer is required to manage the Australian Bleeding Disorders Registry (ABDR) data entry and to support clinical staff in the use of ABDR. The ABDR collects information about treatment and clinical observation on people with bleeding disorders using custom software. This system enables a comprehensive range of demographic and clinical information about a patient to be captured using strict security measures to protect patient confidentiality. This information ranges from managing correspondence and clinical visits to clinical observation such as joint health, bleeds, physiotherapy and the authorisation of clotting factor product that is issued to people with bleeding disorder. The Administrative Service Officer is required to manage the Australian Bleeding Disorders Registry (ABDR) data entry and to support clinical staff in the use of ABDR. The ABDR collects information about treatment and clinical observation on people with bleeding disorders using custom software. This system enables a comprehensive range of demographic and clinical information about a patient to be captured using strict security measures to protect patient confidentiality. This information ranges from managing correspondence and clinical visits to clinical observation such as joint health, bleeds, physiotherapy and the authorisation of clotting factor product that is issued to people with bleeding disorder.

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

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

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

Canberra Hospital and Health Services

Pathology

Cytogenetics

Scientist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 19440)

Gazetted: 6 April 2017

Closing Date: 13 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. ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Overview of the Work Area and Position: The Cytogenetics Department provides a diagnostic constitutional and oncology service to Canberra and the surrounding region.

Our multi-disciplinary team is comprised of two Health Professionals Level 3 (HP3) and four Health Professionals Level 2 (HP2). Services provided include culturing and harvesting of a variety of tissue types including blood, bone marrow and solid tissues to perform conventional karyotyping and Fluorescence In Situ Hybridisation (FISH). Instrumentation includes the MetaSystem Metafer and MetaCyte slide scanning platforms. This position offers an opportunity under the direction of the Chief Scientist of Cytogenetics and supervising scientists to be part of a dynamic team that provides a comprehensive Cytogenetic service.

Eligibility/Other Requirements: A degree in Medical Laboratory Science or equivalent relevant qualifications. Minimum 12 months relevant medical laboratory experience. Previous cytogenetic experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. An order of merit may be established from this recruitment process to fill future full-time and part-time temporary and permanent vacancies at level which may arise over the next 12 months. Selection may be based on written application and referee reports only or a combination of application and interview. This position will be required to participate in overtime and on call roster.

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

Canberra Hospital and Health Services

Medicine

Medical

Diabetes Podiatrist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 30679)

Gazetted: 06 April 2017

Closing Date: 13 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. The ACT Health Diabetes Service provides acute and ambulatory outpatient services to consumers of the ACT and surrounding NSW region. The ACT Health Diabetes

Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes. Overview of the work area and position: The ACT Health Diabetes Service Podiatry team provide individual podiatry appointments for people with or at high risk of acute foot complications. The podiatry team are an integral part of the High Risk Foot Multidisciplinary Group collaborating with Endocrinologists, Diabetes Nurse Educators, Diabetes Dietitians, Vascular Surgeons, Infectious Disease Specialists, Tissue Viability Nurses, Community Nurses and Orthotists to provide a team approach to care for people with complex foot conditions. The type of services offered include: Wound/Foot ulcer assessment and debridement, Footwear/ Offloading assessment, diabetes foot assessment and education, general high risk foot care. The HPO2 Diabetes Podiatrist will be responsible to the Senior Diabetes Podiatrist of the ACT Health Diabetes Service. Under the direction of the senior podiatrist, you will be required to provide clinical assessment, treatment, supervision and evaluation of podiatry care to inpatients and outpatients with diabetes and other chronic conditions.

Eligibility/Other Requirements: Mandatory: Degree or Postgraduate qualifications in Podiatry; registration with the Podiatry Board of Australia as a Podiatrist; holds a current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check; be registered under the *Working with Vulnerable People Act 2011*. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. A Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases will be required prior to a formal offer of employment being made.

Note: This is a temporary part-time position available for six months with a possibility of extension up to two years at 20:25 hours per week. The advertised salary will be paid pro rata for part-time employees. Selection may be based on written application and referee reports only. This position(s) may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Kate Storer (02) 6244 3794 kate.storer@act.gov.au

Canberra Hospital and Health Services

Chief of Clinical Operations

Operations Administration

Personal Assistant to Chief of Clinical Operations

Administrative Services Officer Class 5 \$74,081 - \$78,414, Canberra (PN: 24849)

Gazetted: 6 April 2017

Closing Date: 13 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. Overview of the work area and position: The Division of Clinical Operations leads innovation, accountability and change in clinical operations and service delivery at Canberra Hospital and Health Services (CHHS) and ACT Health, especially related to flow systems and processes to improve access performance, to increase effectiveness and efficiency, and to monitor and implement best practice access initiatives across CHHS and ACT Health. The Personal Assistant to the Chief of Clinical Operations (CCO) provides general administrative, secretarial and reception support to the CCO.

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

Contact Officer: Tonia Alexander (02) 6244 2169 tonia.alexander@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Enrolled Nurse Level 1 \$56,784 - \$60,668 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 29492, several)

Gazetted: 06 April 2017

Closing Date: 17 April 2017

Details: ACT Health invites applications from Graduate Enrolled Nurses for the August 2017 Enrolled Nurse Transition to Practice Program (ENTTPP). ACT Health offers a twelve-month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice. We are keen to receive applications from Nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity. Eligibility/Other Requirements: Completed/will complete a Diploma in Nursing in 2016/2017. Registered or eligible to register as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement. A Permanent Resident of Australia or Australian Citizen, or people in Australia with a valid visa that allows them to work. This includes New Zealand citizens.

Note: There are temporary positions available for 12 months offered full-time or part-time to assist Enrolled Nurse Graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse. The twelve-month program will incorporate at least two six month rotations through clinical areas. Incomplete or late applications will not be considered. Application Process: To be considered all applications must be submitted electronically at: www.health.act.gov.au/employment. Applicants are required to submit the following:

1. Completed Application form inclusive of the required selection criteria (4 questions in no more than two pages). [Application Package Link](#)

2. Curriculum Vitae

3. A current transcript of results from TAFE/CIT

4. Two written professional referee reports using the referee template form supplied (not academic referees). This application process is for those applicants that would like to be considered for the August 2017 Graduate EN Intake. Short listing will take place from the above submitted documentation. Short listed applicants will be invited to attend an interview and Assessment Centre on Tuesday 9 May 2017. At this time all elements of the application process will be considered including performance at interview and Assessment Centre. Please note: Phone interviews will not be available; to be considered for a position you must attend the Assessment Centre in person. Closing date for applications: Monday 17 April, 2017. Employment decisions will be based on written application, referee reports, satisfactory academic history, interview and assessment centre analysis. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by ACT Health. Please do not hesitate to get in touch with a contact officer if you have any queries related to the application process.

Contact Officer: Maxine Jordan (02) 6244 3382 maxine.jordan@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Health Programs

Central Team Administrator

Administrative Services Officer Class 2 \$52,208 - \$57,648 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 20885, several)

Gazetted: 06 April 2017

Closing Date: 13 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. A part of the Division of Women Youth and Children, the Central Regional Team provides a variety of services for children and young people in the ACT. This includes; the School Youth Health Nurse program, Audiometry Nurse Service, Asthma Nurse Educator Service, Healthcare Access At School (HAAS) the School Immunisation Program and the Kindergarten Health Check. Overview of the work area and position: The Administrative Services Officer Class 2 position provides administrative support to enable the

smooth running of the Central Regional Team. Most work will involve you working with the School Health Team who deliver the national immunisation program of vaccines to students in Year 7 and complete the Kindergarten health check. You will be an important part of the team to ensure the smooth delivery of both these programs and you will be well supported in the role by the Administrative Services Officer Class 3, Kindergarten Health Check coordinator and Immunisation Coordinator as well as the Central Team Manager and Clinical Nurse Consultant. Eligibility/Other Requirements: Current driver's licence. Ability to type with speed, efficiency and safety for yourself; and Experience in Microsoft applications; in particular Excel, Word and Outlook is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Note: There are two permanent part-time positions available at 22:03 hours per week. The salary noted will be paid pro rata.

Contact Officer: Carolyn Thomas (02) 6205 5059 carolyn.thomas@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Nursing Administration

Administrative Services Officer - Infection Prevention and Control Unit/Spiritual Support Services

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 01944)

Gazetted: 6 April 2017

Closing Date: 13 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: Under direction of the Assistant Director of Infection Prevention and Control and The Manager of Spiritual Support Services, the ASO 2 will provide administrative support for the Infection Prevention and Control Unit and Spiritual Support Services by undertaking the duties listed in the duty statement.

Eligibility/Other Requirements: Experience in a healthcare facility and Infection Control is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Wendy Beckingham (02) 6244 3695 wendy.beckingham@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Corporate Services

Business Services Unit

Business Services Manager

Senior Officer Grade A \$135,384 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 38411)

Gazetted: 05 April 2017

Closing Date: 19 April 2017

Details: An outstanding opportunity has arisen to lead the Business Services Unit in ACT Corrective Services (ACTCS). The Business Services Manager provides management of the Alexander Maconochie Centre (AMC) detainee accounts, contract management, operational budgeting and financial reporting advice, providing support to procurement and related business services and overseeing the smooth and professional delivery of all compliance-based accounting services. The successful candidate will be responsible for the management and oversight of the preparation of the ACTCS budget and the capital budgeting process, compiling key business metrics and reporting to management. You will also interpret, analyse and implement the organisation's business services requirements and provide high level advice, guidance and support on all business services activities, ensuring accurate reporting for multiple stakeholders. Further to this, the successful applicant will be responsible for forecasting variance and cost pressures, providing business reporting on service impacts and pressures and overseeing business case development. You will also provide financial analysis in forecasting, budgeting, engaging in cost reduction analysis and reviewing operational performance. Additionally, you will work in partnership with other key managers to facilitate the annual capital upgrade program and manage projects within the business services team, including process improvement, service delivery changes, adoption of new programs, and oversight of external projects with financial impacts. To apply, applicants are required to submit four items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; and the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Eligibility/Other Requirements: A Bachelor's degree in Commerce or Business Management, financial qualifications and 10+ years of progressively responsible experience for a major organisation are highly desirable.

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

Legislation, Policy and Programs

Justice, Planning and Safety Programs

Senior Policy Officer

Senior Officer Grade B \$116,570 - \$131,229 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 44340)

Gazetted: 30 March 2017

Closing Date: 6 April 2017

Details: Legislation, Policy and Programs is seeking a highly motivated person to join the Justice Planning and Safety Programs Group at the Senior Officer Grade B (SOGB) level. The group is responsible for developing policy and programs related to: policing services; crime prevention; justice statistics; Aboriginal and Torres Strait Islander justice; victims of crime; and, sexual assault. The group develop and coordinate strategies that involve a whole-of-government and community approach to identifying and responding to priority crime and safety concerns. The successful applicant will oversee the crime prevention portion of the work program.

Eligibility/Other Requirements: Relevant tertiary qualifications or significant study towards gaining qualifications, or experience within a justice environment would be highly desirable.

Note: This temporary position is available until 31 October 2017 with the possibility of extension.

Contact Officer: Andrew McIntosh (02) 6207 0550 andrew.mcintosh@act.gov.au

ACT Corrective Services

Corporate Services

Training and Development

Manager, Training and Development

Senior Officer Grade B \$116,570 - \$131,229 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 38314)

Gazetted: 30 March 2017

Closing Date: 13 April 2017

Details: An outstanding opportunity has arisen to lead the Training and Development Team in ACT Corrective Services (ACTCS). This position manages all training and development activities and is responsible for the management, compliance and coordination of accredited and non-accredited training for Custodial, Community and other ACTCS employees including administration, delivery and assessment of the Registered Training Organisation (RTO) Certificate III and IV qualifications. The successful candidate will be responsible for managing the identification, development, co-ordination and evaluation of training programs in accordance with operational needs, legislative requirements and competency standards. You will also be responsible for identifying, developing and implementing training and/or authorising professional development activities for ACTCS employees. You will manage, mentor and develop the Training and Development Team and manage the training budget and resources of the Unit. You will also contribute to the development and implementation of relevant policies, provide guidance and advice regarding training implications and develop solutions. In addition, you will support the implementation of the performance management framework including identifying development options and implementing strategies for coaching and mentoring of managers.

Eligibility/Other Requirements: Qualifications in Vocational Education and Training at Certificate IV or Diploma level are highly desirable. Other relevant tertiary qualifications or equivalent experience would be desirable. The successful candidate will be required to undergo a criminal history check.

How to Apply: To apply, applicants are required to submit five items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; the names and contact details of two referees (one should be a current Supervisor/Manager); and a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

ACT Corrective Services

Corporate Services

People and Culture

Manager, People and Culture

Senior Officer Grade B \$116,570 - \$131,229 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 38315)

Gazetted: 30 March 2017

Closing Date: 13 April 2017

Details: An outstanding opportunity has arisen to lead the People and Culture Unit in ACT Corrective Services (ACTCS). This position manages the development and implementation of ACTCS People and Culture Strategy to support strategic goals, change and organisational development. The successful candidate will be responsible for managing the ACTCS performance management framework and overseeing the ACTCS apprenticeship, trainee and graduate program activities. You will also oversee management of the functional areas of Rostering, Health and Safety, worker's compensation and return to work, employee relations, recruitment administration and contract management, payroll enquiries and change initiatives. Further to this, you will develop and implement organisational development strategies to manage workplace grievances, change and employee engagement. Additionally, you will provide leadership and develop and maintain effective relationships with business partners, key stakeholders and other teams across the People and Culture portfolio areas and, in conjunction with the Justice and Community Safety (JACS) People and Workplace Strategy Unit, provide timely and accurate advice in relation to Industrial Relations, legislation and enterprise agreement matters. To apply, applicants are required to submit five items: ACT Government Application Cover Sheet; statement of claims against specified selection

criteria; a current resume; the names and contact details of two referees (one should be a current Supervisor/Manager); and a copy of their driver's licence. Please ensure you submit all five items. Eligibility/Other Requirements: Relevant tertiary qualifications or significant equivalent experience would be desirable. The successful candidate will be required to undergo a criminal history check. Contact Officer: Therese Goodman (02) 6207 8297 therese.goodman@act.gov.au

Legislation, Policy and Programs

Liquor, Racing and Gaming

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36188)

Gazetted: 31 March 2017

Closing Date: 7 April 2017

Details: The Legislation, Policy and Programs Branch seek a motivated Senior Policy Officer to join the Liquor, Racing and Gaming Policy team at the Senior Officer Grade C level. Key priorities include: development of policy, legislative and regulatory reforms relevant to the ACT's liquor, racing and club industries in line with the Government's priorities.

Eligibility/Other Requirements: Relevant tertiary qualifications would be highly desirable.

Note: This is a temporary position available from 1 May 2017 until 30 April 2018.

Contact Officer: Dr Kim Hosking (02) 6207 2619 kim.hosking@act.gov.au

Corporate

Capital Works and Infrastructure

Executive Assistant

Administrative Services Officer Class 5 \$72,986 - \$77,256 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 38349)

Gazetted: 30 March 2017

Closing Date: 13 April 2017

Details: The Director of the Capital Works and Infrastructure team (CWI), Justice and Community Safety (JACS) is seeking an enthusiastic person for the role of Executive Assistant. The suitable applicant needs to have the ability to provide administrative and secretarial support to a high standard, this is including but is not limited to: examining incoming correspondence and initiating appropriate action; screen and classify incoming telephone calls; preparation of draft correspondence, reports and statistics as necessary; word processing including cabinet and highly protected documents, agreements and spreadsheet creation and maintenance; manage the appointment diary, which includes arranging appointments and scheduling of conferences and meetings; maintain appropriate records for meetings including updating of diaries; arrange travel and accommodation bookings for the Business Unit when required; attend to and take appropriate action on enquiries relating to the Business Unit's functions; coordinate Ministerial and brief responses; provide secretariat support to a number of working committees including preparation of agenda and taking and transcribing of minutes. The successful candidate is required to maintain effective liaison between JACS offices, other directorates and external organisations, ensure their workload is organised/prioritised and also provide assistance to other officers within CWI. Minor research and project roles will need to be undertaken when necessary.

Eligibility/Other Requirements: Well developed keyboard skills are essential. Well developed knowledge of, and experience with Microsoft Office e.g. Outlook, Word and Excel is essential. Prior experience as an Executive Assistant is desirable.

Contact Officer: John Ryan (02) 6205 3505 johnw.ryan@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

Chief Operating Officer Group

Governance and Business Solutions

Governance

Manager, Quality

Senior Officer Grade B \$116,570 - \$131,229 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 32546)

Gazetted: 04 April 2017

Closing Date: 18 April 2017

Details: The successful applicant will be well organised, demonstrate initiative, have excellent written and spoken communication skills and a working knowledge of the functions of Transport Canberra and City Services (TCCS). Previous experience in development, implementation and promotion of a Quality Management System will be highly desirable.

Notes: 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.

Contact Officer: Sue Marriage (02) 6207 6474 sue.marriage@act.gov.au

Chief Operating Officer

Human Resources

Employee Relations

Senior Advisor

Senior Officer Grade C \$98,977 - \$106,542 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: 25135)

Gazetted: 30 March 2017

Closing Date: 14 April 2017

Details: The Employee Relations team is seeking a Human Resources (HR) practitioner with experience in managing employment matters such as conditions of service enquiries, staff complaints, misconduct investigations, appeals and reviews, industrial disputes and appearances in industrial tribunals.

Eligibility/Other Requirements: Tertiary studies or extensive relevant experience in a human resource related discipline is highly desirable.

Contact Officer: Kim Ivens (02) 6205 2070 kim.iven@act.gov.au

Transport Canberra

Public Transport Operations

ACTION

Accidents and Claims Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006 | From 6 April 2017 the salary for this vacancy will increase by 1.5%, Canberra (PN: A20229)

Gazetted: 03 April 2017

Closing Date: 17 April 2017

Details: Transport Canberra is seeking an experienced person to fill the role of Accidents and Claims Officer. The successful applicant will be responsible for managing all accident and claim matters involving ACTION's buses and

its passengers. The position is currently based in Tuggeranong with the occupant required to attend meetings at other ACTION and Transport Canberra locations across Canberra as required. You will be required to work closely with the ACT Insurance Authority, the ACT Government Solicitor's Officer, ACTION Bus Drivers, Field Supervisors and other staff to process claims. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment, we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply.

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

Contact Officer: Michael Lawrence (02) 6205 0467 michael.lawrence@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Emily Catherine Brearley 846-98345, Section 68(1), 31 March 2017

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

Susan Cameron 853-55993, Section 68(1), 10 April 2017

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

Erin Thompson 848-81588, Section 68(1), 3 April 2017

Community Services

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

Lessely Abraham 853-55950, Section 68(1), 1 May 2017

Health Professional Level 1 \$57,941 - \$73,823

Helen Frieda Copeland 853-55424, Section 68(1), 4 April 2017

Health Professional Level 1 \$57,941 - \$73,823

Thomas Heald 853-55416, Section 68(1), 4 April 2017

Health Professional Level 1 \$57,941 - \$73,823

Meggan Patricia Williams 853-55432, Section 68(1), 4 April 2017

Education

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

Bronwyn McNally 835-68258, Section 68(1), 31 March 2017

Health

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

Rhonda Branz 847-26553, Section 68(1), 6 April 2017

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

Lynette Cowley 847-01399, Section 68(1), 6 April 2017

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

Nicole Dennis 843-91079, Section 68(1), 6 April 2017

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

Barry Herberts 853-55678, Section 68(1), 3 April 2017

Assistant in Nursing \$48,888 - \$50,543

Cassandra Hickey 838-52507, Section 68(1), 6 April 2017

Assistant in Nursing \$48,888 - \$50,543

Shyno James 846-98900, Section 68(1), 30 March 2017

Assistant in Nursing \$48,888 - \$50,543

Kimberley Kemister 843-88988, Section 68(1), 6 April 2017

Assistant in Nursing \$48,888 - \$50,543

Rakesh Kevadiya 840-51699, Section 68(1), 6 April 2017

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

Nathan Kwong 846-99874, Section 68(1), 30 March 2017

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

Peter Lawler 853-47379, Section 68(1), 5 April 2017

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

Leanne Little 847-01671, Section 68(1), 3 April 2017

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

Emma Nikolic 853-55176, Section 68(1), 26 April 2017

Assistant in Nursing \$48,888 - \$50,543

Momoyo Samoty 846-98935, Section 68(1), 6 April 2017

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

Emma Wode 853-55133, Section 68(1), 6 April 2017

Justice and Community Safety

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

Thalia Campbell 846-90503, Section 68(1), 10 April 2017

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

Samantha Groom 853-55344, Section 68(1), 3 April 2017

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

Daniel Henri Jeux 853-55352, Section 68(1), 3 April 2017

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

Rodney George Taylor 848-77917, Section 68(1), 3 April 2017

Transport Canberra and City Services

Special Needs Transport Attendants (GSOS2) \$49,228 - \$51,173

Courtney Booth 853-55512, Section 68(1), 3 April 2017

TRANSFERS

Justice and Community Safety

Vanessa Dumbrell: 846-90722

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 36115) (Gazetted 3 January 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Workplace Safety and Industrial Relations

Injury Management and Safety

Chelsea Drewsen: 820-87540

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

Chief Minister, Treasury and Economic Development Directorate

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 08590) (Gazetted 2 November 2016)

Shared Services

Shared Services, ICT

Networks and Communication Services

Timmee Tindall: 836-08205

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14351) (Gazetted 9 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.

Raelene McNaughton: 261-29064

From: Health Professional Level 5 \$118,319 - \$133,197

Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36328) (Gazetted 31 January 2017)

Community Services

Child and Youth Protection Service

Child and Youth Protection Service, Operations North, South and Intake

Louise Francis Bourke: 827-30874

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

Community Services

To: †Health Professional Level 4 \$100,462 - \$108,140

Community Services, Canberra (PN. 07271) (Gazetted 22 September 2016)

Child and Youth Protection Services

Child and Youth Protection Services Operations

Rebecca June Solomon: 779-07196

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

Community Services

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

Community Services, Canberra (PN. 07457) (Gazetted 18 August 2016)

Education

Office for Schools

Belconnen Network

Macgregor Primary School

Jo-Anne Scanes: 772-16336

From: School Assistant 2/3 \$45,058 - \$54,947

Education Directorate

To: School Assistant 4 \$61,214 - \$66,285

Education, Canberra (PN. 37965) (Gazetted 8 March 2017)

Health

Canberra Hospital and Health Services

Medicine

Alison Baldwin: 772-02217

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

Health

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

Health, Canberra (PN. 27026) (Gazetted 11 August 2016)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Shaun Bayliss: 836-10671

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

Health

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

Health, Canberra (PN. 14111) (Gazetted 9 February 2017)

Canberra Hospital and Health Services

Clinical Safety and Quality

Clare Botha: 842-87431

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

Health

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

Health, Canberra (PN. 21353) (Gazetted 9 March 2017)

Canberra Hospital and Health Services

Critical Care

Asha Bott-Sama: 836-04255

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

Health

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

Health, Canberra (PN. 28791) (Gazetted 20 October 2016)

Canberra Hospital and Health Services

Penelope Cutner: 772-03877

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

Health

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

Health, Canberra (PN. 21306) (Gazetted 1 September 2017)

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Jose Lopez-Perez: 842-89701

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

Health

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

Health, Canberra (PN. 22542) (Gazetted 9 February 2017)

Canberra Hospital and Health Services

ICT Health

Bridget MacLean: 835-82076

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

Health

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

Health, Canberra (PN. 37522) (Gazetted 2 March 2017)

Canberra Hospital and Health Services

Jonathan Mainey: 836-05928

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

Health

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

Health, Canberra (PN. 28800) (Gazetted 20 October 2016)

Canberra Hospital and Health Services

Clinical Support Service

Infection Control

Shannon Rutledge: 827-25557

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

Health

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

Health, Canberra (PN. 15076) (Gazetted 9 March 2017)

Canberra Hospital and Health Services

Natasha Satti: 835-63377

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

Health

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

Health, Canberra (PN. 26603) (Gazetted 17 November 2016)

Justice and Community Safety

ACT Law Courts and Tribunal

ACT Civil and Administrative Tribunal

Brenton Hutchison: 796-73047

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 38035) (Gazetted 15 February 2017)

Director of Public Prosecutions

James Walker: 835-95133

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

Director of Public Prosecutions

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

Justice and Community Safety, Canberra (PN. 43754) (Gazetted 13 May 2016)

RETIREMENTS AND DISMISSALS

Chief Minister, Treasury and Economic Development

Section 123 of the Public Sector Management Act 1994, Karen Mellissa Wells, AGS: 608-10531, 14 April 2017

Section 123 of the Public Sector Management Act 1994, Manjinder Kaur Sehgal, AGS: 835-92039, 9 May 2017

Community Services

Section 123 of the Public Sector Management Act 1994, Lynette Barbara Daly, AGS: 796-72669, 31 January 2017