



ACT Government Gazette

Gazetted Notices for the week beginning 13 July 2017

VACANCIES

Calvary Health Care ACT (Public)

Medical

Senior Medical Registrar

Senior Registrar \$138,667, Canberra (PN: TBA)

Gazetted: 13 July 2017

Closing Date: 28 July 2017

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

Reference Number: 15331

Contact Officer: Miffany Callan (02) 6201 6059 MedAdmin@calvary-act.com.au Applications can be forwarded to:
<https://calvary.mercury.com.au>

Clare Holland House

Palliative Care

Staff Specialist

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

Gazetted: 19 July 2017

Closing Date: 28 July 2017

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

Reference Number 15434

Contact Officer: Suharsha Kanathigoda (02) 6201 7300 Suharsha.Kanathigoda@calvary-act.com.au
Applications can be forwarded to: <https://calvary.mercury.com.au>

Pre-Admission Clinic

Registered Nurse

Registered Nurse 1 Year 5 - Year 8 \$75,196 to \$84,888, Canberra (PN: TBA)

Gazetted: 19 July 2017

Closing Date: 31 July 2017

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

Reference Number 15395

Contact Officer: Anne Eade (02) 6201 6878 Anne.Eade@calvary-act.com.au Applications can be forwarded to:
<https://calvary.mercury.com.au>

Workplace Health and Safety

Injury Management

Injury Management Advisor

ASO 6 Year 1 - Year 3 \$79,236 to \$83,932, Canberra (PN: TBA)

Gazetted: 19 July 2017

Closing Date: 24 July 2017

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

Reference Number 15407

Contact Officer: Brea Richardson (02) 6201 6750 Brea.Richardson@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Information Technology

ICT

ICT Help Desk Team Leader

Info Tech Officer 2.1 - 2.5 \$79,824 to \$91,356, Canberra (PN: TBA)

Gazetted: 19 July 2017

Closing Date: 24 July 2017

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

Reference Number 15422

Contact Officer: Hakan Gultekin (02) 6201 6348 Hakan.Gultekin@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

Student and Academic Services

Education Services

Student Records and Graduation

CIT Student Records and Graduation Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55323)

Gazetted: 13 July 2017

Closing Date: 27 July 2017

Details: An opportunity exists in the Student Records and Graduation team in the position of Manager. This position would suit an enthusiastic, analytical leader with well-developed management, research and organisational skills. The position is responsible for the issuance of qualifications for all CIT graduates and requires a good knowledge of the VET environment and regulatory framework. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Desirable: Previous experience in managing a team. Tertiary qualifications in management.

Note: This is a temporary position available until 15 December 2017 with the possibility of extension.

Contact Officer: Shari Madden (02) 6205 4148 shari.madden@cit.edu.au

Chief Minister, Treasury and Economic Development

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

Procurement, Property and Venues

Venues Canberra

Chief Operating Officer

Senior Officer Grade A \$137,415, Canberra (PN: 38949)

Gazetted: 14 July 2017

Closing Date: 28 July 2017

Details: Venues Canberra is responsible for hosting events management operations of the Territory's major venues including Exhibition Park in Canberra (EPIC), GIO Stadium, Manuka Oval, the National Arboretum Canberra and Stromlo Forest Park. We are looking for an Executive team member who has extensive experience in managing the operations and maintenance of major facilities in the entertainment or event industry. The position is responsible for staff and operations at EPIC, GIO Stadium and Manuka Oval and oversees safety, security and emergency management.

Contact Officer: Liz Clarke (02) 6207 2294 liz.clarke@act.gov.au

**Shared Services ICT
Technology Services
Technical Services Branch
Delivery Assurance Manager
Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 23097)**

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: The successful candidate will be responsible for the management and allocation of resources across Technical Services for the delivery of technical initiatives and projects as well as reporting on team activity, identifying areas of risk for project delivery and facilitating engagement between all Shared Services ICT teams. Eligibility/Other Requirements: Knowledge of ITIL frameworks would be highly advantageous. Possession of, or the ability to rapidly attain, a Protected Security clearance is mandatory.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Con Bogiatzis (02) 6207 8923 con.bogiatzis@act.gov.au

**Shared Services ICT
Technology Services
Technical Services Branch
Windows Support Team Leader
Senior Information Technology Officer Grade B \$118,319 - \$133,197, Canberra (PN: 14679)**

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: The successful candidate will work to co-ordinate the provision of server support for Microsoft Windows server infrastructure in a large enterprise environment which includes a range of Microsoft server applications in both internal and DMZ domains.

Eligibility/Other Requirements: Relevant formal qualifications in Microsoft Certification in the areas of Windows 2003 Server, Windows 2008 Server, Clustering Support, SQL2005/2008, Exchange or ISA Support would be advantageous. Possession of, or the ability to rapidly attain, an ACT Baseline Clearance is mandatory. Possession of ITIL Foundation Certificate would be advantageous.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Con Bogiatzis (02) 6207 8923 con.bogiatzis@act.gov.au

**Shared Services ICT
Strategic Business
Portfolio Hub
Portfolio Specialist
Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38304)**

Gazetted: 19 July 2017

Closing Date: 2 August 2017

Details: The Strategic Business Branch is seeking a Portfolio Specialist to monitor and report on program and project performance within the Portfolio Hub. The successful applicant will have a strong focus on identifying business improvement opportunities using technical and financial data related to program and projects.

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

**Shared Services ICT
Technology Services
Technical Services Branch
Windows Technician**

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 31834)

Gazetted: 14 July 2017

Closing Date: 21 July 2017

Details: The successful candidate will be required to prepare new or update existing documentation for all windows based systems within the ACT Government environment including Business and Technical Systems to enable the migration of these systems.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Competent understanding of ITIL frameworks would be highly advantageous. Microsoft Certification in the areas of Windows 2003 Server, Windows 2008 Server, Clustering Support, SQL2005/2008, Exchange or ISA Support would be advantageous. Possession of, or the ability to rapidly attain, an ACT Baseline Clearance is mandatory.

Note: This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on application and referee reports only. Expressions of interest are sought from potential candidates and should include a supporting statement of no more than two pages outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Bruce Bull (02) 6207 3575 bruce.bull@act.gov.au

**Shared Services ICT
Technology Services
Technical Services Branch
Junior Unix Administrator**

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 11599)

Gazetted: 14 July 2017

Closing Date: 21 July 2017

Details: The successful candidate will Assist the Shared Services Information Communication Technology (SSICT) Unix and Database team to perform day-to-day system and database administration for a range of servers and midrange systems and provide reports to management at regular intervals for use in system planning and Service Level Agreement reconciliation.

Contact Officer: Nelson Bensley (02) 6205 7533 nelson.bensley@act.gov.au

**Shared Services ICT
Technology Services
Technical Services Branch
Junior SCCM Administrator**

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 16023)

Gazetted: 14 July 2017

Closing Date: 21 July 2017

Details: The successful candidate will assist in the development and management of the software deployment and auditing service for the ACT Government Networks through utilising Microsoft Systems Centre Configuration Manager (SCCM).

Contact Officer: Robert Torley (02) 6207 8457 robert.torley@act.gov.au

**Policy and Cabinet
Executive Support Team
Executive Support Officer
Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35283)**

Gazetted: 17 July 2017

Closing Date: 24 July 2017

Details: The Executive Support Officer will be working with the Executive Support Team to provide high level administrative, coordination and facilitate business operations for Policy and Cabinet and Communication Divisions. The successful applicant will have demonstrated organisational and coordination skills of a high order. Well developed knowledge of Cabinet, Ministerial, Legislative Assembly and Directorate processes is essential. Note: This temporary position is available until 1 August 2017 with the possibility of permanency from this process. Selection may be based on application and referee reports only. Contact Officer: Chadia Rad (02) 6205 0214 chadia.rad@act.gov.au

Shared Services ICT

Strategic Business

ICT ETD Program Delivery

Project Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38759)

Gazetted: 17 July 2017

Closing Date: 2 August 2017

Details: The ICT EDU Program Delivery Team is currently seeking applications from suitably experienced candidates to perform in the role of Project Support Officer. The successful applicant will perform project support activities to contribute to the development and delivery of a range of ICT infrastructure projects in line with the established objectives. The Project Support Officer will be required to work closely with ACT Education Directorate (including ACT Government schools), Shared Services ICT technical teams and Project Manager, and third party vendors for the successful delivery of ACT Education Directorates Capital Upgrade Program.

Eligibility/Other Requirements: Relevant formal qualifications in a recognised project management discipline or equivalent experience would be highly desirable. Possession of Construction Industry White Card and Working with Vulnerable People Check or the ability to obtain these would be desirable.

Notes: This temporary position is available until 30 June 2018 with the possibility of extension for a further 12 months. The order of merit established from this process will be used to fill further vacancies at level within the next 12 months. Applicants will need to submit referee reports at the time of interview. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Mohena Mehra (02) 620 70307 mohena.mehra@act.gov.au

Revenue Management Division

Operations

Accounts Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 05209)

Gazetted: 13 July 2017

Closing Date: 27 July 2017

Details: The Operations section is seeking a highly motivated operator to join the team. The successful applicant will have excellent customer service skills, as well as good written and oral communication skills. This position will be responsible for assessing and updating revenue accounts and professionally dealing with taxpayers and their representatives. Ideally, the successful applicant will have demonstrated knowledge of ACT tax legislation.

Note: This is a temporary position available from 21 August 2017 until 31 January 2019. Selection may be based on application and referee reports only. Applicants are advised the response to the selection criteria should not exceed one page per criterion. Contact details of at least two referees are to be provided along with a current curriculum vitae.

Contact Officer: Gerry Bustamante (02) 6207 0064 gerry.bustamante@act.gov.au

Partnership Services

Service Centre

Service Desk

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36216)

Gazetted: 17 July 2017

Closing Date: 24 July 2017

Details: The Shared Services Human Resources (HR) Service Desk is seeking expressions of interest from an experienced customer service officer to join the HR Service Desk team. The position requires demonstrated skills and experience in the following areas; provide a high level of customer service in responding to customer enquiries on the telephone and via email, actively contributing to achievement of key performance indicators; provide expert advice and guidance on HR legislation, policies and conditions of service to customers; and contribute to the maintenance of effective personnel records by inputting data into HR and case logging systems accurately within agreed timeframes and in accordance with HR policies.

Note: Interested applicants should submit an application of no more than two pages addressing the selection criterion, details of two referees and a current CV. Selection may be based on application and referee reports only. Contact Officer: Matthew Davis (02) 6207 9719 matthew.davis@act.gov.au

Shared Services

Finance and Payroll

Accounts Processing Team

Senior Accounts Payable Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 07130, several)

Gazetted: 20 July 2017

Closing Date: 2 August 2017

Details: The Accounts Payable team has several Administrative Service Officer 4 vacancies available. The team is experiencing some exciting changes in the work environment which will provide some great opportunities for people with the relevant skills. Roles at this level have supervisory responsibilities and key in ensuring the best possible outcomes are achieved in the delivery of accounts payable functions for our clients.

Contact Officer: Sonja Grosse (02) 6207 7295 sonja.grosse@act.gov.au

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

Access Canberra

Licensing and registration

Transport Licensing

Infringement Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 11971, several)

Gazetted: 20 July 2017

Closing Date: 27 July 2017

Details: Have you ever been issued a parking or traffic camera infringement notice? Have you ever been financially unable to pay an infringement notice? Well this could be the job for you. We are after people that can look at the infringement administration process from a customer's perspective. Of course there are rules to be followed, but we apply these rules in a balanced and fair manner while explaining outcomes to customers.

Note: There are several permanent and temporary vacancies available from the 1 September 2017. Temporary vacancy position lengths may vary depending on operational requirements. An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process. Selection may be based on application and referee reports only.

Contact Officer: Tony Spasenoski (02) 6207 9729 tony.spasenoski@act.gov.au

Community Services

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

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

Housing and Community Services

Housing ACT

Social Housing and Homelessness Services

Manager - Social Housing and Homelessness Services

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37663)

Gazetted: 19 July 2017

Closing Date: 26 July 2017

Details: The Manager of Social Housing and Homelessness Services is part of the Directorate's leadership team and is responsible for strategic policy and operational advice about social housing and homelessness service delivery.

The position oversees contract management, policy development and service delivery arrangements for the ACT Specialist Homelessness Sector. Stakeholder engagement, communication and negotiation are integral to the position. The position is vital in managing the Directorate's relationship with the ACT Specialist Homelessness Sector, peak body organisations and community housing providers. Duties extend to the preparation of complex documentation including policy papers, briefings and reports.

Eligibility/Other Requirements: Experience in human services policy development, contract management and program administration is essential.

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

Contact Officer: Deborah Foulcher (02) 6205 3884 deborah.foulcher@act.gov.au

Child and Youth Protection Services

Child Development and Family Programs

Executive Unit

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11199)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: The Executive Officer will be required to provide high level advice and support to the Director and will be required to possess high level leadership, interpersonal, administrative and coordination skills. Duties will include the provision of Human Resources; project management; high level research and analysis; the coordination and preparation of briefs, submissions and strategies to support the functions of the Child Development and Family Programs Branch.

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

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

Applications should be sent to the contact officer.

Contact Officer: Lydia Jooste (02) 6205 4361 lydia.jooste@act.gov.au

Child and Youth Protection Service

Practice and Performance

Cultural Services Team Leader

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 08118)

Gazetted: 19 July 2017

Closing Date: 4 August 2017

Details: The Cultural Services Team Leader role is focussed on supporting Child and Youth Protection Service (CYPS) to deliver the best possible life outcomes for a culturally diverse range of children and young people, and in particular for Aboriginal and Torres Strait Islander children and young people. This work is underpinned by best practice culturally appropriate trauma informed case management. The position involves responsibility for oversight, management and direction of the day to day operations requiring cultural services across all of CYPS.

Eligibility/Other Requirements: Essential: Experience and/or desire to work in a Community Services environment; proficiency in Aboriginal and Torres Strait Islander culture; current driver's licence. Desirable: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. 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

Notes: This is a temporary position available for a six month period with the possibility of extension.
Contact Officer: Jane Adams (02) 6207 3421 janel.adams@act.gov.au

Strategic Policy

Office for Aboriginal and Torres Strait Islander Affairs

Policy and Government Relations

Senior Policy/Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 32521)

Gazetted: 19 July 2017

Closing Date: 26 July 2017

Details: The Office for Aboriginal and Torres Strait Islander Affairs is seeking applications for the position of Senior Policy Officer/Executive Officer in the Policy and Government Relations Team. The successful candidate will have a demonstrated ability to communicate sensitively and effectively, including the requirement for proper negotiation and consultation, with Aboriginal and Torres Strait Islander people. Under the guidance of the Director and Manager the candidate will manage workflow through the Office, proactively manage daily Office business including diary management, coordinate Ministerial support and track actions arising from the various meetings held by the Office. The candidate will also provide high level advice in Aboriginal and Torres Strait Islander Affairs in the ACT and prepare briefs, cabinet submissions, speeches and reports, as required by the Minister and Senior Executives. The successful applicant will demonstrate a sound knowledge of the machinery of legislation and Cabinet, and an understanding of the issues facing the Aboriginal and Torres Strait Islander community of the ACT.

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

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

Contact Officer: Brian Wilson (02) 6205 2507 brian.wilson@act.gov.au

Inclusion and Participation

Office for Disability

Office for Disability Administration

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38970, several)

Gazetted: 19 July 2017

Closing Date: 27 July 2017

Details: The Office for Disability is seeking experienced professionals to contribute to the development of policy and program advice, preparation of Ministerial briefings and correspondence and provide secretariat support to a range of Councils and Committees when requested. These positions report to a designated Senior Manager. The successful applicants will also: Develop partnerships with a diverse range of stakeholders to provide increased opportunities for the inclusion of people with disability; Manage and co-ordinate community development activities, including liaison with a range of business, community and government stakeholders, and; provide high level representation on behalf of Disability ACT at a range of community development events, community awareness activities and stakeholder forums.

Contact Officer: Amanda Charles (02) 6207 5323 amanda.charles@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

Research and Policy Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37728)

Gazetted: 14 July 2017

Closing Date: 28 July 2017

Details: We are seeking a person who is a flexible and analytical thinker, capable of managing a varied workload with tight timeframes, passionate about student wellbeing and has previous experience in the government context with respect to writing and stakeholder engagement. Previous experience in government and mental health would assist applicants to be equipped for this role. This role is a temporary position with the possibility of extension and permanency with the Student Engagement branch of the Education Directorate. Student Engagement provides support to school staff and students through multi-disciplinary teams and in collaboration with parents and the community, as well as providing strategic direction (including policy and program development, implementation and management) to schools in the areas of student wellbeing, behaviour support and students with disabilities. This position will work within a small team to support the Branch in the development of policies and projects, research and writing relating to student wellbeing, including mental health and engagement in the Education context.

Eligibility/Other Requirements: Highly Desirable: Previous experience working in government. Previous experience in mental health policy. Relevant tertiary qualifications in Education, Policy or Human Services or equivalent. Previous experience working in conjunction with schools.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Jane ShunWah (02) 6205 3312 jane.shunwah@act.gov.au

Office for School

Belconnen Network

Hawker College

School Assistant 4

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38782)

Gazetted: 14 July 2017

Closing Date: 21 July 2017

Details: Hawker College is seeking applications for a motivated and highly experienced Executive Assistant. The Executive Assistant will work closely with the Principal and the College Executive Team. Highly developed Executive Assistant skills and abilities as well as a high level of understanding of a college environment are essential. The successful applicant is expected to be proactive, exercise judgement and initiative, have proven excellence in customer service and demonstrated high level competence in time management, managing and prioritising administrative tasks and be highly proficient in the use of a variety of computer applications including, word processing, databases and spreadsheets. The Executive Assistant will work under the direction of the Principal and Business Manager at the College.

Eligibility/Other Requirements: A Certificate in Business Administration, knowledge of office practices and procedures, knowledge of Microsoft Office packages, a First Aid qualification, or willingness to undertake appropriate training are all desirable. 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* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: Applicants are strongly encouraged to call the contact officer for further information regarding this position.

Contact Officer: Karin Mitchell (02) 6142 0359 karin.mitchell@ed.act.edu.au

Office for Schools

North Gungahlin Network

Lyneham Primary School

Learning Support Assistant

School Assistant 2/3 \$45,058 - \$54,947, Canberra (PN: 01401)

Gazetted: 14 July 2017

Closing Date: 21 July 2017

Details: Lyneham Primary School is seeking a dynamic Learning Support Assistant to work with students Preschool to Year 6 with a range of needs. They would be working with individuals or groups of children including those with special needs and be able to work as part of a 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: First Aid qualification, or willingness to undertake appropriate training. Certificate III in Disability Study.

Contact Officer: Ben Roberts (02) 6205 6511 ben.roberts@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Planning Delivery

Planning Support

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 37840)

Gazetted: 13 July 2017

Closing Date: 21 July 2017

Details: The Planning Delivery Division is seeking a Senior Manager to lead the Impact Assessment and ACAT Co-ordination section. This section manages the environmental assessment regulation for the ACT, and the ACT Civil and Administrative Tribunal appeals processes for the division.

Eligibility/ Other Requirements: Strong policy, regulatory experience, excellent communication and interpersonal skills, and the ability to lead a high functioning team are essential. Experience in leading appeals and driving business improvements would be an advantage.

Contact Officer: Brett Phillips (02) 6207 3520 brett.phillips@act.gov.au

Suburban Land Agency

Finance

Financial Accounting

Taxation Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38934)

Gazetted: 14 July 2017

Closing Date: 1 August 2017

Details: Applications are invited from suitably experienced candidates to join the Suburban Land Agency Finance team in this newly created position as a Taxation Manager. The team provides financial support and advice to the Board, Senior Executives and Management within the organisation on matters related to complex GST margin scheme, GST free and fully taxable matters affecting the sale and transfer of land. The ideal candidate will be degree qualified, completion of or working towards CA/CPA qualification and will have advanced experience in a similar role. Given the consultative nature of the role, it is essential that the candidate has well developed research skills with a strong focus on effective communication and internal stakeholder management. This position will suit a confident professional who is capable of leading and influencing others and is adaptable to a changing environment. This presents a unique opportunity for a competent private sector tax accountant to enter the public service at a senior level or for an existing public service tax accountant to enter a highly specialised and valued field.

Eligibility/Other Requirements: Degree qualified in a related field and completion of or working towards CA/CPA qualification.

Notes: This is a temporary position available for 24 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Joey Lee (02) 6205 3367 joey.lee@act.gov.au

Health

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

Canberra Hospital and Health Services

Medicine

Clinical

Assistant Director of Nursing – Ambulatory Services

Registered Nurse Level 4.3 \$130,586, Canberra (PN: 16222)

Gazetted: 20 July 2017

Closing Date: 27 July 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 Assistant Director of Nursing – Ambulatory Services, will actively manage and co-ordinate the delivery of nursing services and patient flow within the Ambulatory Care areas.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) and holds or is working towards a higher degree. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Marina Buchanan-Grey (02) 6244 2012 marina.buchanan-grey@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Assistant Director of Nursing

Registered Nurse Level 4.3 \$130,586, Canberra (PN: 18499)

Gazetted: 20 July 2017

Closing Date: 3 August 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 Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. The Assistant Director of Nursing (ADON) holds a senior nursing leadership position within the Division of Cancer Ambulatory and Community Health Support. The ADON in consultation with the Director of Nursing provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within CACHS. The ADON for CACHS reports to the Director of Nursing. You will actively support, guide and collaborate with the Clinical Nurse Consultants within CACHS in strategic implementation of evidence based practice, auditing, reporting and compliance to standards, procedure and policies across ACT Health and the national governing bodies.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration as a Registered Nurse with the Australian Health Practitioner Regular Agency (AHPRA). Desirable: Appropriate qualification or experience in the specialty area of Cancer Nursing. Experience working at a management level is highly desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Katherine Wakefield (02) 6244 2623 katherine.wakefield@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women, Youth and Children Community Health Programs

Child Protection Liaison Officer

Registered Nurse Level 4.2 \$122,486, Canberra (PN: 00103)

Gazetted: 20 July 2017

Closing Date: 3 August 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: Women, Youth and Children Community Health Programs deliver a range of health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. The ACT Health-Child and Youth Protection Services (CYPS) Liaison Officer position is a leadership role which promotes positive client outcomes through the provision of high quality services that facilitate effective communication, liaison and negotiation between ACT Health and the Office for Children, Youth and Family Support in the Community Services Directorate. The position also provides nursing governance for a small and highly specialised team of nurses within the Child Health Targeted Support Services. The successful applicant will have advanced clinical skills, high level negotiation and liaison skills and experience in managing systems of clinical governance and leading quality improvement. This is a rewarding and exciting position that will require someone with the ability to be flexible and responsive.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post graduate qualification in a relevant nursing or midwifery field and holding or working towards a higher degree in a relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a permanent part-time position available at 32 hours per week and the full-time salary noted above will be paid pro-rata. Relocation subsidy reimbursement may be considered on an individual basis. The position is based equally at the Centenary Hospital for Women and Children on the Canberra Hospital campus and at the offices for the OCYFS at 11 Moore Street, Canberra City.

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

Canberra Hospital and Health Services

Critical Care

Critical Care Executive

Operations Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 10680)

Gazetted: 20 July 2017

Closing Date: 27 July 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 Division of Critical Care is a business unit of Canberra Hospital and Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department - Canberra Hospital's Emergency Department (ED) is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. Well over 75,000 patients are seen each year and the ED provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. A dynamic and highly skilled team aims for excellence in care. Intensive Care Unit - The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic and Trauma. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. Overview of the work area and position: The Critical Care Leadership team is responsible for the strategic and operational management of the Division of Critical Care, ensuring the effective and efficient operations of the Critical Care business units at Canberra Hospital. This position reports directly to the Executive Director, Division of Critical Care and is responsible for the human resource (staff, rostering), budgets (salaries and operational), performance (key performance indicators), access and quality for administrative services.

Eligibility/Other Requirements: Hold a Class C or provisional driver's licence is mandatory. Knowledge and experience with HP Records Manager - Electronic Document and Records Management System (EDRMS) is

desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Narelle Boyd (02) 6174 5801 narelle.boyd@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Allied Health Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 38912)

Gazetted: 20 July 2017

Closing Date: 27 July 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 and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). AMHU is a 37 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. The Allied Manager will provide clinical leadership and guidance to the Allied Health workforce, as well as provide oversight and apply quality improvement processes to the therapy program undertaken within the AMHU. You will provide regular input into, and form an integral part of, the multidisciplinary team of the AMHU. You be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: 12 months leadership/management experience is mandatory. For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy. Registration or eligibility for registration with Occupational Therapy Board of Australia. Eligibility for professional membership of Occupational Therapy Australia. Minimum of 3 years (ideal 5 years) post qualification. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia. Minimum of 3 years (ideal 5 years) post qualification. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work. Eligibility for membership of the Australian Association of Social Workers. Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*. Minimum of 3 years (ideal 5 years) post qualification. Desirable: Relevant post graduate qualifications in mental health. Current driver's licence. Prior to commencement successful candidates may be required to comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals and undergo a pre-employment National Police History check.

Contact Officer: Leanne Done (02) 6174 5406 leanne.done@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy

Lead Pharmacist - Surgical

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28888)

Gazetted: 20 July 2017

Closing Date: 3 August 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: The Pharmacy Department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within CHHS. The Pharmacy Department has a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Clinical Services, the pharmacists will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible to be registered) as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Masters level postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards with extensive clinical pharmacy experience deemed equivalent. Highly desirable: Society of Hospital Pharmacists of Australia (SHPA) membership. Membership linked to area of speciality. Publication in peer review journals. Project management and/or research experience. Prior to commencement successful candidates may be required to: Undergo a pre-employment Police check. Be registered under the *Working for Vulnerable People Act*. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of nine months. The successful applicant will be expected to work across multiple CHHS sites.

Contact Officer: Stuart Margison (02) 6244 2203 stuart.margison@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Lead Pharmacist - Medicine

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28945)

Gazetted: 20 July 2017

Closing Date: 3 August 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: The Pharmacy Department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within CHHS. The Pharmacy Department has a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Clinical Services, the pharmacists will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible to be registered) as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Masters level postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards with extensive clinical pharmacy experience deemed equivalent. Highly desirable: Society of Hospital Pharmacists of Australia (SHPA) membership. Membership linked to area of speciality. Publication in peer review journals. Project management and/or research experience. Prior to commencement successful candidates may be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Hamed Lane (02) 6244 2203 hamed.lane@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Office Chief Psychiatrist

Clinical Support Officer

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 23849)

Gazetted: 20 July 2017

Closing Date: 27 July 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 and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provide a range of services from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services; Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: MHJHADS Chief Psychiatrist: The role of the Chief Psychiatrist is to safeguard the rights of individuals, monitor standards and services and improve service delivery. The Chief Psychiatrist has statutory responsibilities under the *Mental Health Act (2015)* with accountability to the Minister for Health. The Clinical Support Officer (CSO) reports to the Chief Psychiatrist and provides high level support in assisting with the strategic and operational direction for all Divisional Services, national mental standards and clinical practice. The successful applicant will require considerable applied knowledge and experience of the ACT health system, mental health legislation, well demonstrated understanding of quality and safety systems and a demonstrated commitment to meeting standards and managing job demand. The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct.

Eligibility/Other Requirements: Mandatory qualifications (dependent on applicant's professional group as shown below): Nursing: Approved tertiary qualifications or equivalent in nursing; current registration or eligibility for registration as a Registered Nurse with the Nursing & Midwifery Board of Australia. Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: At least a four- or five- year accredited tertiary sequence of study in Psychology followed by a post-graduate qualification in Psychology or a one or two year Board approved

internship (i.e. 4+2 or 5+1) in Psychology. General Psychology registration with AHPRA. Desirable (regardless of professional group): Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Sarah Miller (02) 6205 4808 sarah.miller@act.gov.au

Innovation

Research

Clinical Trial Staff

Clinical Coordinator

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 10796)

Gazetted: 20 July 2017

Closing Date: 27 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, Observational or Investigator Led trials that are funded by grants such as the National Health and Medical Research Council. The Clinical Co-ordinator Medical provides key support to and coordination of clinical research projects undertaken by the Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Clinical Co-ordinator Medical will be to act as "key" person for all aspects of planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration of other clinical trial staff. The successful applicant will act as a contact responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. This work is under the general direction of the Director of Clinical Trials and Manager of Clinical Trials.

Eligibility/Other Requirements: Must have a degree in Medicine and preferably a higher degree in research, a current driver's licence, and hold certification or ability and intention to become certified in an Accredited Good Clinical Practice (GCP) course. Academic knowledge or practical experience of clinical trials coordination. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: The option to work part-time will be considered. Hours of work are flexible. Selection may be based on application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Katherine Johnson (02) 6244 2811 katherine.johnson@act.gov.au

Innovation

Research

Clinical Trial Staff

Clinical Trials Coordinator

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 13155, several)

Gazetted: 20 July 2017

Closing Date: 27 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Clinical Trials Unit provides support for the conduct of clinical research at Canberra Hospital. The Unit currently has active trials in varying stages ranging from ethics submissions to trial close outs. The number of participants in each trial varies from approximately 1 to 1000 participants. These trials are either Pharmaceutical Sponsored trials, while others are Observational or Investigator Led trials that are funded by grants such as the National Health & Medical Research Council. The Clinical Trials Coordinator provides key support to and coordination of clinical research

projects undertaken by the Clinical Trials Unit at Canberra Hospital. The projects will vary and may involve the evaluation of interventional therapies in randomised controlled trials. The main responsibilities of the Clinical Trials Coordinator will be to act as “key” person for all aspects of planning, conduct, implementation, and management of a clinical trial including ethics and governance approvals, contractual and regulatory management in collaboration of other clinical trial staff. The successful applicants will act as a contact responsible for ensuring milestones are achieved and conduct of the trial is compliant with Good Clinical Practice. This role works under the general direction of the Director of Clinical Trials and Manager of Clinical Trials.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Academic knowledge or practical experience of clinical trials coordination is desirable. Hold a current driver’s licence and have certification or ability and intention to become certified in an Accredited Good Clinical Practice (GCP) course. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: The option to work part-time will be considered. Hours of work are flexible. Selection may be based on written application and referee reports only. A merit list may be established to fill identical positions which may arise within the next 12 months.

Contact Officer: Katherine Johnson (02) 6244 2811 katherine.johnson@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Psychology, Social Work or Occupational Therapy

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 23987)

Gazetted: 20 July 2017

Closing Date: 3 August 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 and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation.

Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS), Adult Community Mental Health Services (ACMHS), Adult Acute Mental Health Services (AAMHS), Alcohol and Drug Services (ADS), Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) Eating Disorders Program (EDP) provides assessment and treatment for children, adolescents and adults who are experiencing an eating disorder as their primary presenting issue. The CAMHS EDP team is made up of multi disciplinary mental health professionals who provide assessment and treatment within a recovery framework. This role will be to conduct assessment, provide evidence based psychological therapies to children, adolescents and adults with an eating disorder, facilitate group day program and provide support and supervision to HP1 and HP2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a permanent, part-time position at 18.02 hours per week. The salary noted above will be pro rata for part-time hours. An order of merit will be established and may be used to fill future identical temporary vacancies within a 12 month period.

Contact Officer: Elissa See (02) 6205 1519 elissa.see@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health Services

Dialectical Behaviour Therapy Clinician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27822)

Gazetted: 20 July 2017

Closing Date: 27 July 2017

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS), Adult Community Mental Health Services (ACMHS), Adult Acute Mental Health Services (AAMHS), Alcohol and Drug Services (ADS), Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). 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 teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. The Dialectical Behaviour Therapy (DBT) program provides evidenced based DBT therapy for young people between the ages of 13 and 18 in the ACT who are experiencing moderate to severe mental health issues. The program has a recovery focus with the aim of reducing the severity of mental health symptoms and increasing skills to manage distress. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

Note: This is a temporary position available for a period of 10 months with the possibility of extension. Selection may be based on written application and referee reports only. An order of merit may be established to fill future temporary vacancies at level, which may arise over the next 12 months.

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

Canberra Hospital and Health Services

Pathology

Anatomical Pathology

Senior Scientist Cytology

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28975)

Gazetted: 20 July 2017

Closing Date: 27 July 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: Anatomical Pathology is seeking an experienced cytotechnologist to fill this Health Professional 3 position within the Anatomical Pathology department. The suitable applicant will be a highly skilled cytotechnologist who has extensive experience in the field of diagnostic cytology, both gynaecological and non-gynaecological, including attendance at FNA procedures particularly EUS and EBUS.

Eligibility/Other Requirements: *Mandatory:* A Science Degree or equivalent relevant qualification. Successful completion of the Australian Examination in Cytology – CT (ASC). *Desirable:* Successful completion of the post graduate International Academy of Cytology Examination – CT(IAC). Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary vacancy for six months with the possibility of permanency.

Contact Officer: Narelle Brodie (02) 6244 2879 narelle.brodie@act.gov.au

Canberra Hospital and Health Services

Deputy Director General - Canberra Hospital and Health Services

Executive Director of Medical Services

Web Services Librarian

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 38394)

Gazetted: 20 July 2017

Closing Date: 3 August 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 ACT Health library provides health information resources and quality services to all ACT Health staff, faculty and students. The library seeks a creative and user-oriented person for the position of Web Services Librarian. Under the direction of the library Director, the Web Services Librarian is responsible for planning, development, maintenance and evaluation of the Library's website, integrated web applications, user interfaces and mobile environment.

Eligibility/Other Requirements: *Mandatory:* Degree in Library or Information Science or Web Development. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Saroj Bhatia (02) 6244 2588 saroj.bhatia@act.gov.au

Canberra Hospital and Health Services

Chief of Clinical Operations

Imaging

Integrated Diagnostic Imaging Solution (IDIS) Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 00914)

Gazetted: 20 July 2017

Closing Date: 27 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital. Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. This position will, under general guidance and in consultation with the Section

Director and RISPACS Manager, assist and facilitate the management of the Territory wide Integrated Diagnostic Imaging Solution (IDIS) on a day to day basis.

Eligibility/Other Requirements: Previous experience of a patient centric, hospital based information system is desirable. Prior to commencement successful candidates will be required to: Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Undergo a pre-employment Australian Federal Police check.

Note: The ability to work outside normal working hours and be on call is a requirement. An order of merit will be established which may be used to fill future full-time and/or part-time, permanent and temporary positions at level, which may arise over the next 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on written application and referee reports only.

Contact Officer: Scott Barrett (02) 6174 8039 scott.barrett@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Dental Health Program

Interagency Coordinator Mobile Dental Clinic

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 14540)

Gazetted: 20 July 2017

Closing Date: 27 July 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 Dental Health program provides services from the ACT Community Health Centres as well as from the Mobile Dental Clinic to eligible adults, children and youths. The Interagency Coordinator position is currently located in Civic and is part of the Dental Administration Team. Under limited direction, you will play a key role in the coordination of the Mobile Dental Clinic (MDC) services with tasks such as liaising with both internal and external stakeholders, overseeing processes and procedures in relation to its services and work with the Operational Managers of the DHP for rostering and reporting.

Eligibility/Other Requirements: Desirable: Previous experience in a Dental field and knowledge of Dental Terminology and item numbers. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary full-time position available for a period of 12 months with the possibility of extension. This position is located within the DHP Administration team in Civic.

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

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Ambulatory Care

Medical Transcriptionist

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 32543)

Gazetted: 20 July 2017

Closing Date: 27 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Medical Transcription Unit (MTU) is a centralised pool of qualified transcriptionists who offer transcription services to a large range of disciplines within Canberra Hospital and Health Services. The Team Leader/Supervisor is responsible for the day-to-day operations of the unit including the distribution of work to team members. This position will provide leadership, support and advise to the transcriptionist in the unit as well as staff accessing services of the unit across Canberra Hospital and Health Services.

Eligibility/Other Requirements: Desirable: Supervisory experience in a medical transcription or similar environment; medical terminology certificate, or equivalent, is preferable; experience as a medical transcriptionist. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Amy Zammit 0401 903 735 amy.zammit@act.gov.au

**Corporate
Business Support
Logistics Support
Purchasing Officer**

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 28405)

Gazetted: 20 July 2017

Closing Date: 27 July 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: Supply Services forms part of Logistic Support within the Business Support Services of ACT Health, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Purchasing Team Leader. To assist in procurement activities of products and services on behalf of ACT Health and other customers on the Purchasing and Inventory Control System (PICS) in a timely manner. The successful candidate will be required to work within the Administrative office of Supply Services at Mitchell and Canberra Hospital. Eligibility/Other Requirements: Current driver's licence is mandatory. Certificate IV in Government Procurement and relevant work experience is desirable. Prior to commencement, successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Raj Rajasegaran (02) 6205 0817 raj.rajasegaran@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 10997, several)

Gazetted: 20 July 2017

Closing Date: 27 July 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. Expressions of interest are sought from suitable applicants for the position of Billing and Data support officer in the Revenue Data Team. These positions provide high-level support to the Revenue Data and Patient Accounts team and are required to have a high level of skills in time management, data integrity, customer focused communication and have the ability to work independently and as part of a team. Overview of the work area and position: These positions will provide high-level support to the Revenue Data and Patient Accounts team and be required to have a high level of skills in time management, data integrity, customer focused communication and the ability to work independently and as part of a team. The successful applicants will be required to communicate, negotiate and liaise with a range of internal and external stakeholders including, but not limited to patients, insurance companies, solicitors, employers, outpatient clinics and debtors. They will also be required to screen incoming phone calls and correspondence, support the revenue data team, provide debt recovery and invoicing functions and provide administration assistance as necessary. Applicants will need to be enthusiastic and have excellent interpersonal skills, have a strong willingness to learn and understand billing in a public health environment and have experience in the use of hospital based IT system such as ACTPAS.

Eligibility/Other Requirements: Experience in the use of hospital based IT system such as ACTPAS highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary full-time position available for six months with the possibility of extension. It is planned that the merit list for this recruitment process will be used to back fill planned leave vacancies at level for the next 12 months.

Contact Officer: Leo DeBoer (02) 6244 2248 leo.deboer@act.gov.au

Canberra Hospital and Health Services

Critical Care

Emergency

Registered Nurse

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 38864, several)

Gazetted: 20 July 2017

Closing Date: 3 August 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: An opportunity is available for suitably qualified Registered Nurses to apply for temporary position's with the potential of a permanency within the Emergency Department at Canberra Hospital. Please refer to attached Registered Nurse Level 1 Duty Statement. ACT Health is committed to building a culturally diverse workforce and an inclusive workforce. 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: Mandatory: Registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: These are temporary positions available for a period of six months with the possibility of permanency. Selection may be based on written application and referee reports only. Successful applicants will be required to work a 24 hour rotating roster. Applications should include a maximum two page expression of interest addressing the selection criteria, a current curriculum vitae and the names of two professional referees.

Contact Officer: Jenny Rochow (02) 6244 3753 jennifer.rochow@act.gov.au

Canberra Hospital and Health Services

Surgery, Oral Health and Medical Imaging

Dental Health Program

Liaison Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 31682)

Gazetted: 20 July 2017

Closing Date: 27 July 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 Dental Health Program provides services from the ACT Community Health Centres as well as from the Mobile Dental Clinic to eligible adults, children and Youths. The Liaison Officer position is currently located in Civic and is part of the Dental Administration Team. Under limited direction, you will play a key role in the coordination of clients removed from the Dental Health Program Waiting lists including referral to external providers, processing of claims for payment and liaising with both internal and external stakeholders.

Eligibility/Other Requirements: Mandatory: Prior to commencement successful candidates will be required to undergo a pre-employment National Police check. Desirable: Previous experience in a dental environment and an understanding of item numbers.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. Selection may be based on application and referee reports only.

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

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Rotational Pharmacist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 38820)

Gazetted: 20 July 2017

Closing Date: 17 September 2017

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

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

Overview of the work area and position: The Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Clinical Services, the pharmacists will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. With professional supervision: Promote client outcomes through the provision of high quality clinical pharmacy services across designated areas or units as part of a team. Apply knowledge, skills, professional judgment and initiative in the delivery of routine services. Provide individual or group service delivery in all components of the medication management pathway.

Eligibility/Other Requirements: Mandatory: Be registered as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Highly desirable: Society of Hospital Pharmacy Association (SHPA) membership. Experience working in hospital pharmacy. Work across multiple CHHS sites. Please note prior to commencement successful candidates may be required to undergo a pre-employment Police check. Be registered under the *Working for Vulnerable People (Background Checking) Act*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of two years.

Contact Officer: Stuart Margison (02) 6244 2120 stuart.margison@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 38660 (expected vacancy))

Gazetted: 20 July 2017

Closing Date: 27 July 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: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) is a contemporary evidence based division providing high quality mental health care that is guided by principles of Recovery. Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment, psychological and psychiatric services to consumers with an intellectual disability and a mental illness. The team aims to provide collaborative care involving the person, their families/carers and community support services. The position involves consultation, liaison, support, education and training to agencies, carers and families. MHS-ID is located at the Gungahlin Community Health Centre. At this level it is expected that, under close professional supervision, you will assist and learn how to provide high quality clinical expertise and assist in the achievement of sound outcomes for consumers. You will contribute your expertise to the multidisciplinary team, and will be provided with supervision by clinical team of Health Professionals and Registered Nurses who will guide you to become involved and assist the Manager in change processes. You will be required to learn how to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); be eligible for professional membership of Occupational Therapy Australia. Psychology: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011*. Must hold a current driver's licence. Desirable: Experience and/or keen interest in working with persons with intellectual disability. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is an expected temporary vacancy available for six months until January 2018 with the possibility of extension. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Shirley-Anne McIntyre (02) 6207 8210 shirley-anne.mcintyre@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

Business, Policy and Coordination

Policy and Government

Senior Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11408, several)

Gazetted: 19 July 2017

Closing Date: 4 August 2017

Details: ACT Corrective Services (ACTCS) is pleased to offer an opportunity for highly motivated officers to join the Policy and Government Unit, as a Senior Policy Officer. ACT Corrective Services is a high profile area of ACT Government activity dealing with interesting and challenging issues. The Policy and Government Unit has interaction with operational areas and the Government on a daily basis. Senior Policy Officers are responsible for the provision of well researched and timely advice to the Minister, as well as ACT Corrective Services and Justice and Community Safety Executives regarding correctional practice, and other relevant issues. The successful applicants should have a good knowledge of the functions of the ACT Government and be able to write to a high standard (e.g. briefs, papers, speeches, and correspondence). The successful applicants should also possess well developed organisational skills, a demonstrated ability to turn work around quickly and be willing to work as part of a team. The Senior Policy Officer will, under general direction and minimal supervision, prepare policy advice and analyse issues relating to correctional practice in the ACT, identify emerging issues in corrections, contribute to the development of policies and procedures, and coordinate input to external requests for information in regard to litigation, from oversight bodies and applications under the *Freedom of Information Act 1989*.

Eligibility/Other Requirements: Relevant tertiary qualifications or equivalent experience would be an advantage. The successful candidate may be required to undergo a criminal record check.

Note: These are temporary positions available for a period of up to 12 months, with the possibility of permanency from this process.

How to Apply: To apply, applicants are required to submit four items: ACT Government Application Cover Sheet; statement addressing the selection criteria (maximum of one A4 page per criteria); a current resume; and the names and contact details of two referees. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor.

Contact Officer: Louise Crossman (02) 6205 7184 louise.crossman@act.gov.au

Legislation, Policy and Programs

Senior Legal Policy Officer/Senior Policy Officer

Legal 1 \$61,785 - \$124,436, Canberra (PN: 43674, several)

Gazetted: 19 July 2017

Closing Date: 2 August 2017

Details: Legislation, Policy and Programs is seeking applications for a Legal 1 (at the high range of the classification, Legal 1.8 to 1.10)/SOG C positions in our Civil Law and Criminal Law Groups. The successful applicants will be required to cover a diverse range of legal and policy issues that impact on the civil and criminal justice systems in the ACT. The salary range for these positions is \$100,462 - \$124,436 for a legal 1.8- 1.10 or \$100,462-\$108,140 for SOG C, depending on relevant experience.

Eligibility/Other Requirements: Applicants for Legal 1: A degree in Laws of an Australian tertiary institution, or a comparable overseas qualification, which, in the opinion of the Director-General, is appropriate to the duties of the office. Applicants for SOG C: Relevant tertiary qualifications or significant study towards gaining qualifications, or experience within a justice or community safety environment would be highly desirable.

Note: There is one permanent position available and several other positions which are available for 12 months with a possibility of extension and/or permanency.

Contact Officer: Sean Costello (02) 6207 8303 sean.costello@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

Business Solutions

Administration Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 32286)

Gazetted: 13 July 2017

Closing Date: 20 July 2017

Details: This role is responsible for assisting the Branch Coordinator and Director of Governance and Business Solutions with day to day administration duties. The successful applicant will be motivated, willing to learn and be a team player.

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

Contact Officer: Shonah Stratton (02) 6205 8479 shonah.stratton@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Jane Duncan 844-85155, Section 68(1), 11 July 2017

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

Belinda Stephenson 853-65219, Section 68(1), 13 July 2017

Senior Officer Grade B \$118,319 - \$133,197

Ceinwyn Paula Whittaker 751-43145, Section 68(1), 17 July 2017

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

Cai Wilden 853-65198, Section 68(1), 13 July 2017

Community Services

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

Natalija Bogojevic 848-77386, Section 68(1), 13 July 2017

Youth Worker 1/2 \$60,039 - \$72,175

David Marchant 853-64742, Section 68(1), 7 July 2017

Youth Worker 1/2 \$60,039 - \$72,175

Mpiloyethu Ncube 853-49155, Section 68(1), 18 July 2017

Education

School Assistant 3 \$51,053 - \$54,947

Samantha Elouise Burn 853-65243, Section 68(1), 17 July 2017

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

Jane Harrold 843-34568, Section 68(1), 17 July 2017

Health

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

Maria Alston 847-01882, Section 68(1), 17 July 2017

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

Kylie Anthes 850-42946, Section 68(1), 11 July 2017

Dental Assistant - Qualified \$52,996 - \$61,965

Niarei Bandy 848-21075, Section 68(1), 11 July 2017

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

Brooke Gardiner 853-65403, Section 68(1), 11 July 2017

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

Lisa Hornell 847-02359, Section 68(1), 10 July 2017

Health Professional Level 6 \$137,415

Kate Saunder 853-62050, Section 68(1), 17 July 2017

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

Christopher Simms 844-32547, Section 68(1), 10 July 2017

Staff Specialist 1- 5 \$164,470 - \$202,960

Rajeev Pathak 847-11458 Section 68(1), 17 July 2017

Justice and Community Safety

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

Shonade Ceccato 847-05074, Section 68(1), 12 July 2017

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

Matthew Spicer 848-76455, Section 68(1), 12 July 2017

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

Sarah Spicer 853-58588, Section 68(1), 12 July 2017

Transport Canberra and City Services

Senior Officer Grade A \$137,415

Judith Hubner 824-09546, Section 68(1), 17 July 2017

Senior Officer Grade A \$137,415

Tamara Lancaster 853-65040, Section 68(1), 24 July 2017

Senior Officer Grade B \$118,319 - \$133,197

Nicole Mahony 846-92680, Section 68(1), 17 July 2017

Senior Officer Grade A \$137,415

Vincent McDonagh 853-65390, Section 68(1), 17 July 2017

TRANSFERS

Chief Minister, Treasury and Economic Development

Emma Georgiou: 776-17578

From: Senior Officer Grade C \$100,462

Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 09335) (Gazetted 5 June 2017)

Health

Sara Dias: 847-00556

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

Health

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

Health, Canberra (PN. 23674) (Gazetted 4 May 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Sales, Marketing and Land Management

ACT Property Group

Portfolio Management

Lincoln Bruan: 785-38273

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 26131) (Gazetted 20 July 2017)

Shared Services

Partnership Services

Online Service Support Team

Christopher Carter: 846-87128

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38650) (Gazetted 19 May 2017)

Community Services

Child and Youth Protection Services

Child and Youth Protection Services

Operations North/South

Heidi Dolan: 844-02428

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

Community Services

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

Community Services, Canberra (PN. 10167) (Gazetted 19 April 2017)

Child and Youth Protection Services

Child and Youth Protection Services

Operations North/South

Tiffany Homeshaw: 846-95670

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

Community Services

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

Community Services, Canberra (PN. 16567) (Gazetted 19 April 2017)

Child and Youth Protection Services

Child and Youth Protection Services

Operations North/South

Kim O'Connell: 843-98182

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

Community Services

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

Community Services, Canberra (PN. 32253) (Gazetted 19 April 2017)

Environment, Planning and Sustainable Development

Climate Change and Sustainability

Sustainability Programs

Business Unit

Carly Scott: 827-58770

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 17578) (Gazetted 2 June 2017)

Health

Canberra Hospital and Health Services

Fiona Le Mesurier: 607-96039

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

Health

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

Health, Canberra (PN. 12093) (Gazetted 1 June 2017)

Canberra Hospital and Health Services

Felicity Leslie: 844-75846

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. 37687) (Gazetted 27 April 2017)

Canberra Hospital and Health Services

Isabel Massey: 827-55959

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

Health

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

Health, Canberra (PN. 19979) (Gazetted 27 April 2017)

Canberra Hospital and Health Services

Clinical Support Service

Laura Mertin: 836-13477

From: Enrolled Nurse Level 1 \$57,635 - \$61,578

Health

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

Health, Canberra (PN. 37761) (Gazetted 2 January 2001)

This promotion to a non-advertised position is made in accordance with the Nursing and Midwifery Enterprise Agreement 2013–2017, Section 72, Direct Appointment of Registered Nurse Level 1/Registered Midwife Level 1.

Canberra Hospital and Health Services

Tegan Murray: 831-24649

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

Health

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

Health, Canberra (PN. 17591) (Gazetted 25 May 2017)

Justice and Community Safety

Emergency Services Agency

ACT Ambulance Service

People and Culture

Ammie Nancarrow: 817-47439

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

Health

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

Justice and Community Safety, Canberra (PN. 22822) (Gazetted 17 January 2017)

Transport Canberra and City Services

City Services

Libraries ACT

Lifelong Learning

Jessica Nellie-May Begley: 846-85034

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

Transport Canberra and City Services

To: †Professional Officer Class 1 \$56,359 - \$78,145

Transport Canberra and City Services, Canberra (PN. 18586) (Gazetted 21 February 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.

Transport Canberra

Public Transport Operations

ACTION Workshops

Matthew Halls: 787-17634

From: General Service Officer Level 5-7 \$52,198 - \$62,549

Transport Canberra and City Services

To: †EGSO9.1 - EGSO9.7 \$83,111 - \$93,924

Transport Canberra and City Services, Canberra (PN. A04327) (Gazetted 2 May 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.

Strategy, Innovation and Customer Experience

Asset, Schools and Active Travel

Development Review and Coordination

Anand Joshi: 827-43421

From: Infrastructure Officer 2 \$79,919 - \$91,947

Transport Canberra and City Services

To: †Infrastructure Officer 3 \$100,694 - \$110,536

Transport Canberra and City Services, Canberra (PN. 13270) (Gazetted 1 May 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.