



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 20 July 2017**

## **VACANCIES**

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

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

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

#### **Shared Services**

##### **Strategic Human Resources and Corporate Change and Business Support Manager, Change Management**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35816)**

Gazetted: 24 July 2017

Closing Date: 7 August 2017

Details: Shared Services Strategic Human Resources and Corporate is seeking an experienced and skilled Change Manager to lead organisational change within Shared Services. The successful applicant will develop and implement change management strategies and activities across Shared Services. They will provide support to, and build strong working relationships with, key stakeholders including, but not limited to, Shared Services Executives and Senior Managers. The successful applicant will be able to demonstrate how they can (and have) lead organisational change, demonstrating their ability to think strategically, build high level interpersonal stakeholder relationships and communicate and engage effectively with executives and senior managers. Well-developed high level influencing, leadership and organisation skills, and the ability to effectively manage competing priorities and deadlines, are also required.

Contact Officer: Al McLean (02) 6207 2260 [al.mclean@act.gov.au](mailto:al.mclean@act.gov.au)

#### **Shared Services**

##### **Business Application Management**

##### **ICT Team CSD**

##### **Deputy ICT Manager (Data and Reporting)**

**Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 29078)**

Gazetted: 24 July 2017

Closing Date: 7 August 2017

Details: Shared Services Information and Communication Technology (ICT) is seeking an experienced ICT professional to lead a Data and Reporting Team within the ICT Team for Community Services Directorate. The successful applicant will provide strong leadership skills for a team responsible for maintaining accurate records related to Directorate ICT assets and telecommunication resources. This involves liaison with Shared Services central units, directorate business areas and the ICT team. The role is also responsible for maintaining a high level of integrity of datasets required from Community Services Directorate business systems (SQL and Oracle based systems) for reporting by operational areas of Directorate. The successful applicant will have strong communication and management skills to ensure appropriate outputs are achieved.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Knowledge of Project Management Methodologies (like PMBOK, Prince2) and the Information Technology Infrastructure Library (ITIL) framework would be highly advantageous.

Contact Officer: Mick Sharp (02) 6207 1522 [mick.sharp@act.gov.au](mailto:mick.sharp@act.gov.au)

#### **Shared Services ICT**

##### **Technology Services**

##### **Service Assurance**

##### **ICT Infrastructure Analyst**

**Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30987)**

Gazetted: 25 July 2017

Closing Date: 1 August 2017

Details: Service Assurance is seeking expressions of interest from suitable candidates to perform the role of an ICT Infrastructure Analyst. The successful occupant will be responsible for analysing and reporting on consumption for key ICT Infrastructure assets and related services. Outputs of this role will be the provision of information to enable Shared Services to update its cost models as well as to enable cost recovery through periodic invoicing to Directorates. The role will also be responsible for ensuring that the associated Technology Services controlled assets are fit for purpose and are correctly provisioned to ensure optimal returns on assets employed.

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

Contact Officer: Mark Sanderson (02) 6207 5191 mark.sanderson@act.gov.au

**Shared Services ICT**

**Technology Services**

**Technical Services Branch**

**Senior SCOM Administrator**

**Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14318)**

Gazetted: 21 July 2017

Closing Date: 28 July 2017

Details: The successful candidate will assist in the development and management of the software and hardware monitoring for the ACT Government Networks. Including but not limited to support and maintenance of the Microsoft SCOM infrastructure to enable application, operating system and hardware monitoring.

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: Con Bogiatzis (02) 6207 8457 con.bogiatzis@act.gov.au

**Partnership Services**

**Service Centre**

**Service Desk**

**Service Desk Officer**

**Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 14341, several)**

Gazetted: 25 July 2017

Closing Date: 1 August 2017

Details: Shared Services Information Communications and Technology (ICT) is looking for a highly motivated individual with experience in providing technical leadership to a rotating team of support staff providing technical and operational support. You will be responsible for co-ordinating the ICT support of a number of ACT Government Directorates. You will have a strong client focus and a willingness to be part of a dynamic team is essential. You will be an escalation point for more complex support issues and also an escalation point for clients. A strong understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded.

Eligibility/Other Requirements: Tertiary qualifications in IT and relevant experience in managing a technical team would be desirable. Applicants must have a current driver's licence.

Contact Officer: Michael Bartle (02) 6205 4715 michael.bartle@act.gov.au

**Access Canberra**

**Projects, Governance and Support**

**Government Business and Coordination**

**Government Business and Coordination Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38223)**

Gazetted: 26 July 2017

Closing Date: 2 August 2017

Details: Are you a juggler at heart? Do you want to experience juggling multiple tasks while walking on a tight rope of deadlines and reporting to multiple stakeholders? Are you game enough to assist the Senior Manager with high priority items with minimal guidance and direction? Are you a good customer service person? What would your clients say about you? We are currently looking for an energetic, results-driven person to fill a position in the Government Business and Coordination Team assisting the Senior Manager of the team with multiple priority areas- managing stakeholders; reporting, writing and providing secretariat services amongst many. If you have experience in secretariat roles and in managing coordination efforts across large organisations we want to hear from you. At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. This team works in a fast-paced environment, preparing and coordinating Cabinet and Legislative Assembly material such as briefs, speeches and reports for all of Access Canberra. They also provide coordination activities across all of Access Canberra's functions, provide secretariat support to the Gambling and Racing Commission as well as processing Freedom of Information requests for the community.

Eligibility/Other Requirements: Applicants with experience in working in a secretariat role and/or in a writing and coordination role will be preferred.

Note: Selection may be based on application and referee reports only. Applicants please limit your response to a maximum of 1000 words.

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

#### **Shared Services**

##### **Shared Services ICT**

##### **Business Application Management/Education ICT**

##### **ICT Support Officer**

##### **Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 15206)**

Gazetted: 21 July 2017

Closing Date: 4 August 2017

Details: The Business Application Management Branch is seeking a highly motivated, suitably experienced person to support Information and Communication Technology (ICT) initiatives and provide advice on ICT Software and Licensing related matters to the Education Directorate. The successful applicant will work in conjunction with technical, operational and service areas of Shared Services in coordinating the Software Contract and Licensing management, including negotiation with vendors and clients and assisting with and following up procurement processes and packaging requests for the Education Directorate and ACT public Schools. You will be required to provide Software and Licensing support services to the Education Directorate relating to the use of information and communication technologies, including policy implementation, software, network access services, business requirements and advice on procedural matters. The successful applicant will provide advice on current and future directions in the use of information and communication technologies including understanding and disseminating the business needs of clients, promoting the use of contracted products and services and assisting clients to find suitable business solutions. An ability to work within a busy team environment and manage priorities and personal workload is essential.

Contact Officer: Jenn Cashmore (02) 6207 6615 [jennifer.cashmore@act.gov.au](mailto:jennifer.cashmore@act.gov.au)

#### **Shared Services**

##### **Partnership Services Group**

##### **Business Application Management**

##### **ICT Operational Support Officer**

##### **Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 03021)**

Gazetted: 24 July 2017

Closing Date: 7 August 2017

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Information and Communication Technology (ICT) Operations team is seeking a suitably experienced person for the role of ICT Operational Support Officer as part of a small team providing ICT operational support to CMTEDD customers enabling the effective delivery of ICT Services. Key duties include providing a wide range of general and technical ICT support in a partnership model with a focus on customer service including: access control requests in an ITIL

framework administrative support and fault diagnosis for a diverse range of business applications knowledge of ICT asset management processes including hardware, software and data storage.

Eligibility/Other Requirements: Driver's licence is desirable.

Note: This temporary position is available until 31 July 2018 with the possibility of extension or permanency from this process.

Contact Officer: Tony Kraljevic (02) 6207 0045 tony.kraljevic@act.gov.au

## **Corporate**

### **People and Capability**

#### **Organisational Culture and Capability**

##### **Human Resource Advisor**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36257)**

Gazetted: 20 July 2017

Closing Date: 28 July 2017

Details: Working under general direction, this position is responsible for: preparation and analysis of strategic reporting relating to workforce trends and annual reporting; workplace culture and diversity programs; and workforce development and training evaluation. Coordinating the delivery of training and other workforce development activities; provision of quality client services, guidance and support to staff and managers on a range of Human Resource (HR) management policies and practices; undertaking research to support the development of HR policies and procedures; undertaking liaison, coordination and the provision of secretariat support for a number of Directorate committees and working parties; and supporting the Senior HR Manager, Organisational Culture and Capability and Senior Advisor, Organisational Culture and Capability in the delivery of strategic HR services to Chief Minister, Treasury, Economic Development Directorate (CMTEDD) businesses.

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

Contact Officer: Maggie Drejer-White (02) 6205 4790 maggie.drejer-white@act.gov.au

## **Access Canberra**

### **Projects, Governance and Support**

#### **Government Business and Coordination**

##### **Government Business and Coordination Officer**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 02045)**

Gazetted: 21 July 2017

Closing Date: 4 August 2017

Details: Ever wondered how a Freedom of Information request is processed? Would you like to be involved in the implementation of the new *Freedom of Information Act* that comes to effect on 1 January 2018? How do your customer service skills stack up? Can you claim that you go out of your way to help your customers? We are currently looking for an energetic, results-driven person to fill the position of Government Business and Coordination team focussing on processing FOI requests, analysing documents and treat customers excellently. At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. This team works in a fast-paced environment, preparing and coordinating Cabinet and Legislative Assembly material such as briefs, speeches and reports for all of Access Canberra. They also provide coordination activities across all of Access Canberra's functions, provide secretariat support to the Gambling and Racing Commission as well as processing Freedom of Information requests for the community.

Eligibility/Other Requirements: Freedom of Information experience would be highly regarded.

Note: Selection may be based on application and referee reports only. Please limit your responses to a maximum of 1000 words.

Contact Officer: Audrey Aquilina (02) 6207 4442 audrey.aquilina@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: 3 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](mailto:jobs@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: 20 July 2017

Closing Date: 3 August 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

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Team Leader**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38711)**

Gazetted: 20 July 2017

Closing Date: 3 August 2017

Details: The Team Leader is responsible for providing leadership and developing and managing work performance within a Tenancy Team. The occupant of this position is also responsible for coordinating tenancy management across the portfolio and establishing networks and community linkages to ensure quality of service and outcomes for clients. The successful applicant will require high level organisational skills, well developed interpersonal and communication skills and the ability to prioritise work to meet deadlines.

Eligibility/Other Requirements: Current driver's licence. Experience in using a range of IT business and office applications. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a re-advertised position; previous applicants will be considered and need not re-apply.

Contact Officer: Llewella Grillo (02) 6207 4779 llewella.grillo@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.

**Housing and Community Services**

**Housing ACT**

**Operational Services**

**Operational Services Support Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 31772)**

Gazetted: 25 July 2017

Closing Date: 8 August 2017

Details: The Operational Services Unit is responsible for providing support services for Housing ACT including legal services, managing compensation matters and secretariat services for review mechanisms. The occupant of this position will be required to undertake research, prepare briefs and documentation associated with legal and administrative matters, co-ordinate various panels, provided secretariat support and liaise with clients, their legal representatives and the ACT Civil and Administrative Tribunal. We are looking for an enthusiastic and highly motivated person who has sound oral and written communication skills with a high level of accuracy and attention to detail, is well organised and able to meet tight deadlines.

Eligibility/Other Requirements: Experience in using a range of Information Technology (IT) Business and office applications. A current driver's licence is desirable, but not essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to:

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

Contact Officer: Christopher Adkins (02) 6205 3804 christopher.adkins@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.

**Director of Public Prosecutions**

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

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

**Prosecutor Grade 3**

**Prosecutor Grade 3 \$118,087 - \$130,579, Canberra (PN: 13027, several)**

Gazetted: 26 July 2017

Closing Date: 2 August 2017

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of these positions include to prosecute more complex summary hearings and committals; appear in mention lists in the Magistrate's Court and Supreme Court; act as instructing solicitor in trials in Supreme Court; prosecute simpler trials, sentencing proceedings and appeals in the Supreme Court; appear in more complex coronial inquests; and mentor junior prosecutors.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Note: Your Statements addressing the selection criteria should be no more than two pages (maximum of half a page per criteria). Selection may be based on application and referee reports only.

Contact Officer: Margaret Jones (02) 6207 5399 [margaret.jones@act.gov.au](mailto:margaret.jones@act.gov.au)

**Director of Public Prosecutions**

**Prosecutor Grade 2**

**Prosecutor Grade 2 \$92,999 - \$113,159, Canberra (PN: 43755, several)**

Gazetted: 26 July 2017

Closing Date: 2 August 2017

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of these positions include to prosecute summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; and appear in coronial inquest.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

Note: Your Statements addressing the selection criteria should be no more than two pages (maximum of half a page per criteria). Selection may be based on application and referee reports only.

Contact Officer: Mercy Wilkie (02) 6207 5399 [mercy.wilkie@act.gov.au](mailto:mercy.wilkie@act.gov.au)

**Director of Public Prosecutions**

**Prosecutor Grade 1**

**Prosecutor Grade 1 \$72,389 - \$82,104, Canberra (PN: 02341, several)**

Date advertised: 27 July 2017

Closing Date: 2 August 2017

Details: The Office of the Director of Public Prosecutions is the independent prosecution authority of the Australian Capital Territory. It comprises the Director of Public Prosecutions, an independent statutory officer, and staff employed under the *Public Sector Management Act 1994*, to assist the Director. The duties of these positions include to prosecute less complex summary hearings; appear in mention lists in the Magistrate's Court and Children's Court; act as instructing solicitor in trials in the Supreme Court; appear in less complex coronial inquests and prepare advices of a routine nature.

Eligibility/Other Requirements: Applicants will either be admitted or eligible to practice as a Barrister and/or Solicitor in the ACT. The successful applicant will be required to undergo a criminal record check.

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

Contact Officer: Mercy Wilkie (02) 6207 5399 [mercy.wilkie@act.gov.au](mailto:mercy.wilkie@act.gov.au)



## **Education**

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

### **School Performance and Improvement**

#### **Tuggeranong Network**

#### **Taylor Primary School**

#### **Principal**

#### **School Leader A \$145,868, Canberra (PN: 04149)**

Gazetted: 21 July 2017

Closing Date: 4 August 2017

Details: Applications are sought for a suitably skilled Principal to manage the School within legislative requirements and in accordance with system and school board policies; provide professional leadership in all aspects of the School's operations and promote the overall educational welfare of students.

Eligibility/Other Requirements: Prior to commencing this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

How to Apply: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and a current curriculum vitae.

Applications should be sent to the contact officer.

Contact Officer: Kate Smith (02) 6205 3313 [katel.smith@act.gov.au](mailto:katel.smith@act.gov.au)

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

#### **School Performance and Improvement Tuggeranong Network Lanyon High School Principal School Leader A \$151,722, Canberra (PN: 01673)**

Gazetted: 27 July 2017

Closing Date: 10 August 2017

Details: Manage the school within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the school's operations and promote the overall educational welfare of students.

Eligibility/Other Requirements: Prior to commencing this role a minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI) and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: Applications should include a supporting statement against each of the principal capabilities, contact details of at least two referees and current curriculum vitae.

Contact Officer: Kate Smith (02) 6205 3313 [katel.smith@act.gov.au](mailto:katel.smith@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.

### **Business Services**

#### **Governance and Community Liaison**

#### **Ministerial and Commonwealth Relations**

### **Senior Manager**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 09402)**

Gazetted: 25 July 2017

Closing Date: 8 August 2017

Details: The Senior Manager provides leadership to the Ministerial and Commonwealth Relations section, including high level support, coordination and advice on Ministerial and Assembly matters, preparation of government business materials including submissions, reports and speeches and high level analysis of Directorate and government policies and procedures. The Senior Manager ensures the provision of high quality briefings to the Minister and Directorate executive and the preparation of correspondence and other written material.

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

Contact Officer: Tracy Stewart (02) 6205 5511 [tracy.stewart@act.gov.au](mailto:tracy.stewart@act.gov.au)

### **School Performance and Improvement**

#### **School Improvement**

#### **School Operations**

#### **Manager**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 09516)**

Gazetted: 21 July 2017

Closing Date: 4 August 2017

Details: The Manager leads the School Operations team to support the Directors, School Improvement (DsSI) to improve individual school and system performance with a particular focus on quality operations of schools. The Manager will contribute to the branch's development and implementation of system level responses to identified improvement needs and delivery of targeted support to schools to improve student outcomes.

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

Contact Officer: Sue Norton (02) 6205 3313 [sue.norton@act.gov.au](mailto:sue.norton@act.gov.au)

### **Education Strategy**

#### **Student Engagement**

#### **Student Wellbeing**

#### **School Psychologist**

#### **School Psychologist \$75,401 - \$108,208, Canberra (PN: 06086, several)**

Gazetted: 20 July 2017

Closing Date: 7 August 2017

Details: ACT Education is seeking applications from Psychologists who are able to provide evidence based services to students (P – 12) to maximise their learning and wellbeing outcomes. School Psychologists work collaboratively with school teams, multi-disciplinary teams and external agencies to address student developmental, educational, mental health, emotional and behavioural needs, through individual, group or whole school interventions, with an emphasis on early intervention and prevention. School Psychologists attract similar working conditions as teachers. Please refer to the ACT Teaching Staff Enterprise Agreement

([http://www.education.act.gov.au/employment/employment\\_agreements](http://www.education.act.gov.au/employment/employment_agreements)) School Psychologist positions are currently available within ACTEDU Canberra schools and Jervis Bay Primary School.

Eligibility/Other Requirements: Applicants must have full registration as a Psychologist with the Psychology Board of Australia. Applications from candidates who are provisionally registered with Psychology Board of Australia may be considered, please speak to contact officer prior to submitting application. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: A merit list will be established to fill future permanent and temporary vacancies which may arise over the next 12 months.

How to Apply: Application Coversheets are to be sent to [ETDStudentWellBeing@act.gov.au](mailto:ETDStudentWellBeing@act.gov.au) .

Contact Officer: Billieann Bambrick (02) 6207 6986 [billieann.bambrick@act.gov.au](mailto:billieann.bambrick@act.gov.au)

**Office for Schools**

**Belconnen Network**

**Miles Franklin Primary School**

**Business Manager**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36970)**

Gazetted: 26 July 2017

Closing Date: 2 August 2017

Details: Miles Franklin Primary School is seeking a highly capable Business Manager to work in a dynamic, fast paced environment. The successful applicant will have responsibility over the School's finances, facilities and their maintenance, development of policies and procedures relating to the management of the School and leadership of the support staff team. The successful applicant will have exemplary customer service skills and be proficient in the use of a variety of computer applications, databases and spreadsheets with the ability to supervise and implement effective office work practices.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804) Desirable: Working knowledge of the MAZE management systems. A Current First Aid certificate or willingness to undertake appropriate training. Applicants are strongly encouraged to contact the Principal for further information regarding the details of this position.

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

**School Performance and Improvement**

**School Improvement**

**School Operations**

**Executive Support Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 00100)**

Gazetted: 21 July 2017

Closing Date: 4 August 2017

Details: Applications are sought for a suitably experienced applicant to provide executive support within in the School Operations team. The School Operations team supports the Directors, School Improvement (DSI) to improve individual school and system performance with a particular focus on quality operations of schools. The successful candidate will have highly-developed communication and interpersonal skills and experience in managing competing priorities in a fast-paced work environment.

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

**Office for Schools**

**South Weston**

**Red Hill**

**Classroom Teacher**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 18488)**

Gazetted: 20 July 2017

Closing Date: 3 August 2017

Details: Red Hill Primary is an International Baccalaureate Primary Years Program (PYP) school, with an enrolment of approximately 700 students (P-6). We are seeking a highly motivated K-6 Primary Classroom Teacher to join our school team. The successful candidate will need to demonstrate experience in, and commitment to, an inquiry based curriculum and a willingness and capacity to work in a highly collaborative learning environment. The successful officer should also have strong communication skills and high level expertise in the teaching of literacy and numeracy.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality

Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Experience in the International Baccalaureate Program is desirable but not mandatory. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available until 27 January 2018.

How to Apply: Please email application, statement and CV directly to the Contact Officer.

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

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

## **Office for Schools**

### **North Gungahlin Network**

#### **Lyneham High School**

#### **Student Services Officer**

#### **School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38913)**

Gazetted: 20 July 2017

Closing Date: 3 August 2017

Details: An exciting opportunity exists to join the collaborative educational team at Lyneham High School. As a member of the Student Services Team the successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. These programs will support school connectedness and general health and wellbeing. Duties will also include: assisting students to access appropriate external community based youth support services; taking a proactive role in liaising with parents, school and relevant community or government agencies; and maintaining accurate records. The successful applicant will possess sound knowledge and understanding of current issues affecting young people.

Eligibility/Other Requirements: A School Assistant 4 is required to work six days (in addition to the four days Professional Learning) during stand down periods between school terms to undertake duties as directed, for example program preparation. This will normally be 2 days within each stand down period, subject to negotiation with the principal. First Aid qualification or willingness to undertake appropriate training. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available up to 12 months with the possibility of extension. This position may be filled from written application and referee reports only.

Contact Officer: Barbara Monsma (02) 6142 1176 [barbara.monsma@ed.act.edu.au](mailto:barbara.monsma@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](mailto:jobs@act.gov.au)**

### **Engagement and Executive Support**

#### **Communications Unit**

#### **Digital Communications Manager**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 16620)**

Gazetted: 26 July 2017

Closing Date: 9 August 2017

Details: Want to be part of a highly motivated Communications team within ACT Government? An opportunity exists for a Digital Communications Manager to show the way and help us carry out digital communications with a

difference. We are looking for a manager with strong experience for digital platforms, knowledge in how to deliver government priorities in the digital space and ensuring this complements community engagement projects. The position is also responsible for working with the entire Communications team to ensure high quality communications support for line areas and Ministers Offices. If you enjoy a fast pace and energetic work life, this job may be for you.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in community engagement, communications and/or public relations are desirable.

Contact Officer: Karen Wilden (02) 6207 6196 karen.wilden@act.gov.au

## **Suburban Land Agency**

### **Finance**

#### **Financial Accounting**

#### **Taxation Manager**

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

Gazetted: 24 July 2017

Closing Date: 15 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. 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 Chartered Accountant (CA)/Certified Practising Accountant (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

## **Environment**

### **Parks and Conservation**

#### **Biosecurity and Rural Services**

#### **Wildlife Management Program Coordinator**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17376)**

Gazetted: 20 July 2017

Closing Date: 3 August 2017

Details: The Wildlife Management Program Coordinator is responsible for coordinating ACT Government wildlife management programs with a primary focus on kangaroo management. Responsibilities include coordination of all planning, procurement, correspondence, licensing and reporting requirements for government wildlife management on both public and private land in the ACT. The successful applicant will have extensive experience and highly developed skills in developing and implementing land and natural resource management programs with particular reference to budget, project, contract and risk management and capacity to plan and deliver large and complex works programs on time and on budget. The person will also have highly developed written and oral communication, representational and interpersonal skills, including negotiation and community liaison.

Eligibility/Other Requirements: Must be prepared to work after hours on an "as needs basis" at various sites, sometimes for extended periods including on weekends, public holidays and evenings. Be prepared to wear a uniform; and possess a manual drivers' licence. Relevant tertiary qualifications in Natural Resource Management, Environmental Science or equivalent and an understanding of Incident Control Systems (ICS) and experience in the control of an Incident Management Team would also be desirable. See Duty Statement for further detail.

Note: This is a temporary position available until 30 September 2020. Selection may be based on application and referee reports only.

Contact Officer: Stephen Hughes (02) 6207 2508 stephen.hughes@act.gov.au

**Climate Change and Sustainability  
Carbon Neutral Government  
Alternative Transport Fuels Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39092)**

Gazetted: 26 July 2017

Closing Date: 11 August 2017

Details: An exciting opportunity exists for a motivated and experienced Alternative Transport Fuels specialist. The Carbon Neutral Government Section is looking for a flexible, responsive, collaborative and self directed person who is motivated to reduce emissions from government transport operations. The successful applicant will provide advice and guidance to agencies on achieving carbon neutrality in government transport operations in a cost effective manner by 2020 and beyond. They will work with agencies to increase uptake of the Carbon Neutral Government loan fund to implement initiatives that reduce emissions from transport. This will include researching and quantitatively analysing complex operational issues, developing and managing projects, and supporting contract and budget management as required. This position requires demonstrated leadership, high order technical and analytical skills, attention to detail and accuracy, and a focus on partnering with other ACT Government agencies. The successful applicant will need to have good written and verbal communication skills, to respond to challenging inquiries and assist in coordinating and delivering projects that reduce emissions from government transport operations.

Eligibility/Other Requirements: Experience in complex whole of government initiatives will be highly regarded but is not essential.

Note: This is a temporary position available until 31 December 2018.

Contact Officer: Heather Cook (02) 6207 6537 [heather.cook@act.gov.au](mailto:heather.cook@act.gov.au)

**Environment**

**Parks and Conservation Service  
Fire, Forests and Roads**

**Senior Fire Management Officer**

**Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 14218)**

Gazetted: 20 July 2017

Closing Date: 27 July 2017

Details: The Parks and Conservation Service (PCS) is part of the Environment, Planning and Sustainable Development Directorate (EPSDD) and implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. Fire, Forests and Roads is the section within PCS responsible for the co-ordination and implementation of fire management programs across the PCS estate and unleased Territory lands. It is also responsible for the rural fire trail network and the management of the ACT's commercial forest plantations. The Parks and Conservation Service has a long term, temporary vacancy for a suitably skilled and experienced person to manage a range of bushfire mitigation programs. The successful applicants will have tertiary qualifications related to land management or science, or extensive relevant experience. The successful applicant will be responsible for the overall management of a range of fire management programs identified in the EPSDD Bushfire Operations Plan; including mitigation works, fire trail construction and maintenance, training, equipment, systems development and policy implementation, advice and development.

Eligibility/Other Requirements: Applicants must: Be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required; Be able to meet the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually); Be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis; Possess a manual drivers' licence. This is a Designated Fire Position. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Selection to the position will be conditional upon successful completion of a nationally recognized fire fighting task-based fitness assessment.

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

Contact Officer: Tony Scherl (02) 6207 2414 [tony.scherl@act.gov.au](mailto:tony.scherl@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.

## **Government Services**

### **Government Services Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 25753)**

Gazetted: 20 July 2017

Closing Date: 27 July 2017

Details: The Government Services Team is seeking to recruit an energetic Officer to liaise with the broader directorate in coordinating its briefing requirements. To be competitive in the role, applicants should demonstrate well-developed skills and capabilities in communication and organisational skills (oral, written, interpersonal and negotiation) and a focus on continuous improvement.

Eligibility/Other Requirements: An existing knowledge of ACT Government briefing processes would be highly regarded.

Note: This is a temporary position available until 1 December 2017 with the possibility of extension.

How to Apply: Preparation of a two-page pitch responding to the selection criteria is all that's needed!

Contact Officer: Laura Marcantonio (02) 6207 8263 [laura.marcantonio@act.gov.au](mailto:laura.marcantonio@act.gov.au)

## **Environment**

### **Parks and Conservation Service**

#### **Fire, Forests and Roads**

#### **Seasonal Fire Management Officer**

#### **Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 09862, several)**

Gazetted: 21 July 2017

Closing Date: 4 August 2017

Details: The Parks and Conservation Service (PCS) is part of the Environment, Planning and Sustainable Development Directorate (EPSDD) and implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. Fire, Forests and Roads is the section within PCS responsible for the co-ordination and implementation of fire management programs across the PCS estate and unleased Territory lands. It is also responsible for the rural fire trail network and the management of the ACT's commercial forest plantations. The Parks and Conservation Service have a number of vacancies for suitably skilled and motivated people interested in a Fire Management Officer position. It's anticipated that the successful applicants will have tertiary qualifications related to land management or science. Some experience in bushfire management from a land managers context would be an advantage. The successful applicants will assist in the planning, coordination, facilitation and delivery of a range of fire management programs identified in the EPSDD Bushfire Operations Plan; including mitigation works, fire trail construction and maintenance, training, equipment, systems development and policy implementation, advice and development. In addition, they will assist in bushfire management research projects and provide technical reports and assist in policy and systems development.

Eligibility/Other Requirements: Applicants must be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required; be able to meet the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually); be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis and possess a manual driver's licence.

Note: These are temporary positions available from the 4 September 2017 until 30 June 2018. These positions are Designated Fire Positions. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the positions. Selection to the positions will be conditional upon successful completion of a nationally recognized fire fighting task-based fitness assessment.

Contact Officer: Tony Scherl (02) 6207 2414 [tony.scherl@act.gov.au](mailto:tony.scherl@act.gov.au)

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

## **Environment**

### **Parks and Conservation Service**

#### **Fire, Forests and Roads**

#### **Fire Management Officer**

#### **Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 11667, several)**

Gazetted: 20 July 2017

Closing Date: 3 August 2017

Details: The Parks and Conservation Service (PCS) is part of the Environment, Planning and Sustainable Development Directorate (EPSDD) and implements a broad range of natural and cultural resource management programs both on and off reserve that support sustainable environmental conservation land management and heritage outcomes. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. Fire, Forests and Roads is the section within PCS responsible for the co-ordination and implementation of fire management programs across the PCS estate and unleased Territory lands. It is also responsible for the rural fire trail network and the management of the ACT's commercial forest plantations. The Parks and Conservation Service have a number of vacancies for suitably skilled and motivated people interested in a career as a Fire Management Officer. It's anticipated that the successful applicants will have tertiary qualifications related to land management or science, and relevant experience. The successful applicants will assist in the planning, coordination, facilitation and delivery of a range of fire management programs identified in the EPSDD Bushfire Operations Plan; including mitigation works, fire trail construction and maintenance, training, equipment, systems development and policy implementation, advice and development. In addition, they will assist in bushfire management research projects and provide technical reports and assist in policy and systems development.

Eligibility/Other Requirements: Applicants must be able and prepared to undertake rostered fire duty and participate in bushfire suppression, prescribed burning activities and training activities as required; be able to meet the appropriate fire fighting fitness standards to at least the moderate level of the national fire fighting task based assessment (assessed annually); be prepared to wear a uniform and to work a shift roster, weekends, public holidays or evening shifts at any PCS worksite on an "as needs" basis and possess a manual driver's licence. Note: An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process. These positions are Designated Fire Positions. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of these positions. Selection to these positions will be conditional upon successful completion of a nationally recognized fire fighting task-based fitness assessment.

Contact Officer: Tony Scherl (02) 6207 2414 [tony.scherl@act.gov.au](mailto:tony.scherl@act.gov.au)

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

## **Health**

**Selection documentation for the following positions may be downloaded from**

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

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

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

#### **Critical Care**

#### **Emergency**

#### **Specialist/ Senior Specialist - Emergency Medicine**

#### **Staff Specialist Band 1-5**

#### **\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 14685)**

Gazetted: 27 July 2017

Closing Date: 10 August 2017

It is a very exciting time for Canberra Hospital ED, with major expansion and redevelopment of the ED completed earlier this year. We now have a 5 bed resuscitation area, 30 acute beds, 11 short stay beds, fast track stream with



a subwait and 14 treatment spaces and a dedicated paediatric area with 6 beds and 2 consult rooms. We are one of the busiest ED's in the country; We are seeing over 80,000 presentations per annum We have approx 20% paediatric presentations We have high acuity with admission rates of more than 35% We have a significant trauma case-load There is potential for FACEMs to be involved in the Regional Aeromedical Retrieval Service and the Inpatient Trauma Service Rostering is flexible and innovative There are opportunities to make a significant contribution to a growing department Highly competitive remuneration with extensive support for professional development Canberra is a large city with high quality restaurants, cafes and bars to enjoy after work. The real joys of Canberra are the options available on your days off. Take your pick of the fabulous beaches of the South Coast, the excitement of Sydney, the nearby award winning wineries, or the many galleries and museums of the Nation's Capital. If adventure's more your thing, imagine the midweek trips to ski fresh powder snow, world standard mountain bike tracks, hiking, kayaking, sailing, rock climbing and fishing, all on your doorstep. The weather is great and traffic not an issue. The Emergency Department at The Canberra Hospital offers a unique, wide-ranging and exciting experience rarely available in a single hospital. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Senior Specialist: \$222,205. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Australasian College for Emergency Medicine (FACEM) or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: Permanent, temporary, full time and part time positions are available.

Contact Officer: Greg Hollis (02) 6244 3309

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment>

#### **Corporate**

#### **Business Support**

#### **UC Public Hospital**

#### **UCPH Commissioning Officer Business Support**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37919)**

Gazetted: 27 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. Business Support Services (BSS) is responsible for the provision of a range of facilities and client support services to all of ACT Health acute and non-acute sites across the ACT. The BSS delivers a diverse range of critical services including food services and sterilising services, complex contract management, procurement, supply chain and providing safe and clean health facilities spanning across several campuses including the Canberra Hospital campus, Community Health Centres, Mitchell and Calvary Hospital. Overview of the work area and position: This position is responsible for supporting the University of Canberra Public Hospital (UCPH) FM contract deliverables to deliver a smooth integration and transition of services upon completion of the new.

Eligibility/Other Requirements: Must have experience in a health environment with highly demonstrated knowledge of project management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available until 30 June 2018 with the possibility of extension.

Contact Officer: John Snaidero 0466 409 240 [john.snaidero@act.gov.au](mailto:john.snaidero@act.gov.au)

#### **Corporate**

#### **Digital Solutions**

#### **ICT Capital Projects**

#### **Clinical Lead Change Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38387)**

Gazetted: 27 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. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high level leadership and advice on policies, planning, and implementation of strategies in relation to information and communication technology (ICT) projects. DSD is responsible for delivering patient centric technology solutions through the: Development, implementation and support of the Health Directorate Information and Communication Technology (ICT) Strategic Plan, policies, processes and procedures; development, implementation and support of technology solutions and projects; management of the relationship with Health Directorate ICT vendors including Shared Services; and prudent financial management of allocated funds. Overview of the work area and position: As part of a team, reporting to the Project Manager of the Electronic Patient Journey Boards Project and working with the team of Change Managers in the Digital Solutions Division and the UCPH Digital Solutions Program, perform transition and change management duties relevant to the project consistent with the UCPH Digital Solutions Program change management methodology and approach.

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

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

Contact Officer: Sarah Norton (02) 6205 0412 sarah.norton@act.gov.au

**Corporate**

**Digital Solutions**

**ICT Capital Projects**

**Clinical Lead Change Manager, Booking, Scheduling and Queue Flow Project**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38389)**

Gazetted: 27 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.

The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high level leadership and advice on policies, planning, and implementation of strategies in relation to information and communication technology (ICT) projects. DSD is responsible for delivering patient centric technology solutions through the: Development, implementation and support of the Health Directorate Information; Communication Technology (ICT) Strategic Plan, policies, processes and procedures; Development, implementation and support of technology solutions and projects; Management of the relationship with Health Directorate ICT vendors including Shared Services; Prudent financial management of allocated funds. Overview of the work area and position: As part of a team, reporting to the Project Manager of the Booking, Scheduling and Queue Flow Project and working with the team of Change Managers in the Digital Solutions Division and the University of Canberra Public Hospital (UCPH) Program, perform transition and change management duties relevant to the project consistent with the UCPH Digital Solutions Program change management methodology and approach.

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

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

Contact Officer: Sarah Norton (02) 6205 0412 sarah.norton@act.gov.au

**Corporate**

**Business Performance Information and Decision Support**

**Business Intelligence Corporate**

**Manager Strategic and National Submission**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 25392)**

Gazetted: 27 July 2017

Closing Date: 10 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. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate Division consists of the following Branches: Business Performance Information and Decision Support (BPIDS); Business Support Services; Digital Solutions Division; Finance and; Health Infrastructure Services. Overview of the work area and position: Business Performance Intelligence Decision Support has responsibility for producing information on the performance of ACT Health for the Minister, senior managers, clinicians and the public. As the Manager of the Strategic and National Submission Team you will provide advice and support to the Senior Manager Analysis and Reporting. To be successful in this role you will have an understanding of data management and strategic reporting obligations, and the ability to manage a team to achieve these.

Eligibility/Other Requirements: *Desirable*: Data analysis experience and experience in manipulating and managing large datasets; experience with data in a Health setting environment; structured Query Language (SQL) experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Karen Chudleigh (02) 6207 2324 karen.chudleigh@act.gov.au

## **Corporate**

### **Digital Solutions**

#### **HD Funded Capital Projects**

#### **Project Manager**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 27613)**

Gazetted: 27 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 Digital Solutions Division is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; management and support of the Health Directorate clinical records across acute, primary and community based services; coordination of ICT projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance of ICT policies and procedures; and ensuring Health Directorate information security. The Future Capability and Governance area of the Digital Solutions Division is focused on defining and delivering a balanced portfolio of ICT investment initiatives that is capable of achieving organisational objectives while maintaining effective business as usual operations. The achievement of this is done through three integrated work streams: Front Door: focused on defining investment requirements; Project Management Office (PMO): focused on overseeing the delivery aspects of approved investments; Architecture Design Authority: providing Enterprise Architecture capability in support of Front Door and PMO activities. The Project Manager will perform project management functions in line with the PMO framework and Digital Solutions Divisions processes.

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

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

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

## **Population, Health, Protection and Prevention**

### **Health Improvement**

#### **Epidemiology**

#### **Senior Epidemiologist**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35014)**

Gazetted: 27 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

Epidemiology Section in the Health Improvement Branch of Population Health Protection and Prevention provides population health monitoring and reporting for the ACT population. The Section collects, analyses and disseminates population health information for the purposes of informing public health policy and programs. The Epidemiology Section is seeking an enthusiastic and motivated senior epidemiologist project officer to support its current work program. The job role includes assisting to compile health reports and indicators for web publication, managing data requests, presenting and publishing the results of epidemiological analysis including writing population health fact sheets and articles for peer-reviewed publication, preparing reports, Ministerial/Cabinet briefings and submissions and correspondence on population health issues in the ACT and other duties that support the work of the section.

Eligibility/Other Requirements: Must have tertiary qualifications in epidemiology, health related or social research methods highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for 12 months until 30 June 2017 with the possibility of extension.

Selection may be based on application and referee reports only.

Contact Officer: Tracey Docherty (02) 6205 2609 [tracey.docherty@act.gov.au](mailto:tracey.docherty@act.gov.au)

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

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

#### **Director of Allied Health Clinical Supervisor Psychology**

#### **Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 19737)**

Gazetted: 27 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, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services, and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Office of the Director of Allied Health, MHJHADS provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Clinical Supervisor – Psychology – position reports to the Discipline Principal of Psychology, MHJHADS. The successful candidate will provide clinical supervision to Psychologists and other Allied Health staff consistent with ACT Health, MHJHADS and Psychology Board of Australia policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of psychological services and will be expected to apply this knowledge both to discipline specific and broader allied health contexts. In addition, the successful applicant will be expected to demonstrate a well developed understanding of quality and safety systems and a 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:* Be registered or be eligible for registration with the Psychology Board of Australia; minimum five years experience in psychology practice; hold an Area of Practice Endorsement in Clinical Psychology; approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns, registrars, and/or Higher Degree Students. 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 position is part-time at (19:48) hours per week and the full-time salary noted above will be pro-rata.

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

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Pharmacy - TCH**

**Pharmacist in Charge - University of Canberra Public Hospital**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 26228)**

Gazetted: 27 July 2017

Closing Date: 10 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. The following areas are included in the division: Pharmacy, Biomedical Engineering, Medical Physics and Radiation Engineering, Nursing Operational Support, Clinical Records and Billing and Revenue. Canberra Hospital and Health Services (CHHS) Pharmacy Department has a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The University of Canberra Public Hospital (UCPH) Pharmacy falls under the umbrella of CHHS Pharmacy Department. The UCPH Pharmacy Department provides a range of clinical services to inpatients and day patients, utilising a supported self-managed medication model of care. The UCPH Pharmacy Department has approximately 10 staff.

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. Seven years experience working in hospital pharmacy. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Work across multiply CHHS locations. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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**

**Adult Community Mental Health Services**

**Mobile Intensive Treatment Team Leader**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 18392)**

Gazetted: 27 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 provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital

inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and position: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the consumer, their carers and other key services. As Team Leader, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of Learning and Achievement Plans. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists. This position will be required to support change management processes for Mobile Intensive Treatment Team (MITT) as part of the implementation of a redesigned Adult Community Mental Health Services Model of Care during 2017/18. Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); have strong understanding of adult community mental health services and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

#### **Population Health**

##### **Office Chief Health Officer**

##### **Chief Health Officer Office**

##### **Senior Policy Officer**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 29558)**

Gazetted: 27 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 Office of the Chief Health Officer (OCHO) reports directly to the Deputy Chief Health Officer and is responsible for providing public health advice both internally and external to the division and undertaking high-level project and policy work on behalf of the Chief Health Officer. Key policy priority areas include obesity and injury prevention and reduction; medicinal cannabis; loose-fill asbestos; organ and tissue donation; gene technology and the health effects of climate change. To be successful in this position, it is expected that the successful candidate will have; strong organisational skills with a high degree of drive; and demonstrate adaptability and flexibility to accommodate change and provide responsive services to meet organisational needs.

Eligibility/Other Requirements: Relevant experience and/or tertiary qualifications in a public health related discipline is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a temporary position available for a period of 10 months with the possibility of extension.

Contact Officer: Chris Kelly (02) 6205 1701 [chris.kelly@act.gov.au](mailto:chris.kelly@act.gov.au)

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

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

##### **Rehabilitation and Specialty Mental Health**

##### **Co-Morbidity Clinician**

##### **Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22601)**

Gazetted: 27 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 provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the Work Area and Position: The Co-morbidity clinician provides contemporary evidence-based service providing high quality mental Health care that is guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers' and other key services. At this level it is expected you will provide high quality clinical expertise to assist clinicians to provide assessment and intervention for people with both mental health and alcohol/drug issues as well as be involved in broader education, training and strategic development of co-morbidity services across the Division. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Minimum of five years post registration experience working in mental health and post graduate qualifications in mental health is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*, and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: 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. Selection may be based on application and referee reports only. Part-time hours may be considered.

Contact Officer: David Jackson-Hope (02) 6207 6125 david.jacksonhope@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Chronic Disease**

#### **Chronic Care Program**

#### **Registered Nurse Level 3.2 \$114,377, Canberra (PN: 17953)**

Gazetted: 27 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 Chronic Care Program provides clinical support, education and care coordination for patients living with chronic health conditions. This Clinical Nurse Consultant(CNC) Nurse Manager position is responsible for the operational management and leadership of a multidisciplinary team. The successful applicant will be able to manage efficiently; to lead quality improvement and participate in research; to represent Chronic Care throughout the ACT and liaise with colleagues nationally. This is a rewarding and exciting position within a vibrant, expanding service.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current driver's licence. Desirable: It is desirable that the successful applicant has clinical experience in chronic disease management, acute medical nursing, ambulatory care or general medicine. Holds or is working towards a post graduate qualification relevant to nursing/management. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a temporary part-time position at 16 hours per week (working two days per week). The salary noted above will be paid pro rata. The position is available for a period of six months with the possibility of extension. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

Contact Officer: Paul Dugdale (02) 6207 6833 paul.dugdale@act.gov.au

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care  
RACC Nursing**

**Registered Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 23758 (expected vacancy))**

Gazetted: 27 July 2017

Closing Date: 10 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 RADAR Registered Nurse Level 2 will actively contribute to provision of short term assessment and management of elderly clients who are living in the community or in a Residential Aged Care Facility (RACF) in collaboration with other team members. Clients are referred by their General Practitioner (GP) who has a deteriorating elderly patient in the community who can potentially be managed at home or in a RACF thus avoiding unnecessary hospital admissions.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); have a current driver's licence and experience working with the aged care client group in the acute and community settings. Post Graduate tertiary nursing qualification in aged care or similar are desirable. 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, (OMU).

Notes: This is an expected temporary position available from 28 September 2017 to 28 September 2018. This is a re-advertised position; previous applicants need not re-apply.

Contact Officer: Michelle Lambert (02) 6205 4926 michelle.lambert@act.gov.au

**Canberra Hospital and Health Services  
Medicine  
Clinical**

**Clinical Development Nurse - Ward 7B**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 10644)**

Gazetted: 27 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 General Medicine (GM) unit on 7B cares for patients with multiple active co-morbidities or undifferentiated illness that requiring ongoing hospital care. The successful applicant will work within a multidisciplinary clinical environment consisting of committed nursing, medical and allied health staff. The majority of patients are admitted to the unit via ED, from ICU or directly from home and as the Clinical Development Nurse you will be a key member of the team, facilitating clinical teaching, participating in quality activities and nursing research activities with a focus on General Medicine.



Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. It is desirable, but not mandatory that the successful applicant has a cert IV in training and assessment. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Note: This position is a permanent, full-time position working Monday to Friday.

Contact Officer: Zivai Maburuse (02) 6244 2449 zivai.maburuse@act.gov.au

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

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

#### **Rehabilitation and Specialty Mental Health**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 38740)**

Gazetted: 27 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, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Service; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: This nursing position is based in the Older Persons Mental Health Community. Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in the ACT. In this position the person will provide assessment, recovery planning, clinical coordination and therapeutic interventions.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

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

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

#### **Medicine**

#### **Chronic Disease**

#### **Exercise Physiologist/Physiotherapist**

#### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38487)**

Gazetted: 27 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 position entails working as part of a Chronic Disease Management inter-disciplinary team to promote positive patient outcomes through the provision of high quality clinical services, case management, health promotion activities and education. Clinical service delivery may include group and individual therapy for people with morbid obesity. Strategies for commencing or improving physical activity in this target group may include group physical activity

sessions run by the Exercise Physiologist/Physiotherapist, a home based physical activity program, or assistance accessing community based physical activity programs.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), have a current driver's licence; appropriate degree or diploma in Exercise Science or the equivalent from a recognised tertiary institution and eligibility for accreditation with national association Exercise and Sports Science Australia (ESSA). 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 and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary full time position available for a period of 16 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Ana O'Rourke (02) 6205 5297 ana.o'rourke@act.gov.au

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

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

#### **Justice Health Services**

#### **Dhulwa Psychologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37524)**

Gazetted: 27 July 2017

Closing Date: 10 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 Dhulwa Mental Health Services is a contemporary evidence based service providing high quality, intensive mental health care to adults and young people within a medium-secure inpatient setting (DMHU). The unit consists of a 10-bed acute unit (opened in November 2016), and a 15-bed rehabilitation unit (opening in late 2017). The service aims to provide dynamic and collaborative Recovery-informed care actively involving the individual, their carers, and other key partner services. At this level it is expected that you will be able to provide high quality psychological assessments and interventions to complex mental health consumers under minimal supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels Health Professional Level 2 and 1 and support the Therapy Manager in service development processes.

Eligibility/Other Requirements: Mandatory: Registration with Australian Health Practitioners Regulation Agency (AHPRA) as a psychologist with specialist endorsement in either clinical or forensic psychology. At least 5-years professional experience in a related field (i.e. mental health/criminal justice/disability/drug and alcohol). Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

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

Contact Officer: Liza Marando (02) 6207 1975 liza.marando@act.gov.au

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

#### **Medicine**

#### **Resources**

#### **Senior Sleep Scientist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 32937)**

Gazetted: 27 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 Sleep

Disorders Unit which is part of the Department of Respiratory and Sleep Medicine based in the Division of Medicine provides 24 hour clinical laboratory services to patients in sleep physiological measurements. The Senior Sleep Scientist role involves evening, overnight and day shifts on a rotating roster basis as part of a multidisciplinary team. The role, working in conjunction with the Team Leader, oversees high quality service in keeping with national accreditation standards conducting polysomnography and therapy interventions directly to patients.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in health science/human physiology and eligibility for membership of the appropriate professional organisation. Must hold a current driver's licence. Significant and relevant experience working in clinical sleep measurement. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post-graduate qualifications in Sleep Medicine and/or professional credential from the Board of Registered Polysomnographic Technologists. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening vaccination processes. Comply with ACT Health credentialing requirements for allied health professionals.

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

Contact Officer: Derek Figurski (02) 62442066 derek.figurski@act.gov.au

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

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 18203)**

Gazetted: 27 July 2017

Closing Date: 10 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: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. The successful applicant will play a key role in providing day to day Occupational Therapy services to a range of patients within a designated caseload area. The successful applicant will provide assessment and clinical intervention to facilitate positive client outcomes and provide direct clinical supervision to junior staff to support them to do the same. Successful applicants will have support from an experienced team of clinicians and direct clinical supervision from the Occupational Therapy manager. Please ensure written responses to selection criteria are provided in order to be considered for the position and applicants are strongly encouraged to contact the contact officer for more information on the position.

Eligibility/Other Requirements: Mandatory: Degree in Occupational Therapy. Registration with Occupational Therapy Board of Australia. Current driver's licence. Desirable: Experience working in rehabilitation and/or aged care frameworks. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation.

Note: This recruitment includes multiple positions and may be used to fill additional permanent, temporary (with possibility of extensions) or casual vacancies based on the merit list over the next 12 months. This position(s) may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Tegan Reid (02) 6244 2904 tegan.reid@act.gov.au

**Corporate**

**Business Performance Information and Decision Support**

**Business Intelligence Corporate**

**Reporting Coordination Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 28260)**

Gazetted: 27 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. Business, Performance Information and Decision Support is a Branch within the Corporate Division of ACT Health. The Branch is responsible for collating, organising and transforming data into information for communication to internal and external stakeholders. Overview of the work area and position: The Reporting Coordination and Governance Unit is responsible for the coordination of external and internal requests for information performance and data across ACT Health, and forward planning for the release of external publications containing ACT Health information and data. The unit is responsible for analysing and coordinating requests for information and performance data across ACT Health. This position liaises with internal stakeholders regarding the allocation of requests, issues with the provision of requests and timeframes for clearance. The position assists and provides advice to business areas on processes to action and clear requests. The Reporting Coordination Officer is responsible for registering and coordinating requests for information and data across ACT Health. The position provides advice to business areas on processes to action and clear requests. The Reporting Coordination Officer reports to the Manager Reporting Coordination and Governance Unit, and works in collaboration with team members to deliver the business objectives of the unit. Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Sam Morgan (02) 6207 6125 sam.morgan@act.gov.au

**Corporate**

**Business Support**

**UC Public Hospital**

**Contract Administrative Support Officer - UCPH**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37922)**

Gazetted: 27 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: Business Support Services (BSS) is responsible for the provision of a range of facilities and client support services to all of ACT Health acute and non-acute sites across the ACT. BSS delivers a diverse range of critical services including food services and sterilising services, complex contract management, procurement, supply chain and providing safe and clean health facilities spanning across several campuses including the Canberra Hospital campus, Community Health Centres, Mitchell and Calvary Hospital. This position is responsible for supporting the BSS Facilities Management contract deliverables to deliver the smooth integration and transition of business services throughout ACT Health. The position will be primarily engaged in supporting the FM contract implementation of the new University of Canberra Public Hospital (UCPH).

Eligibility/Other Requirements: Experience in FM in a health environment with demonstrated knowledge of project management and project deliverables is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until 30 June 2018.

Contact Officer: John Snaidero 0466 409 240 john.snaidero@act.gov.au

**Corporate**

**Business Performance Information and Decision Support**

**Business Intelligence Corporate**

**Administration Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 20162)**

Gazetted: 27 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. Business, Performance Information and Decision Support is a Branch within the Corporate Division of ACT Health. The Branch is responsible for collating, organising and transforming data into information for communication to internal and external stakeholders. Overview of the work area and position: The Reporting Coordination and Governance Unit is responsible for the coordination of external and internal requests for information and data performance across ACT Health, and forward planning for the release of external publications containing ACT Health information and data. The Unit is responsible for analysing and coordinating requests for information and performance data across ACT Health. This position liaises with internal stakeholders regarding the allocation of requests, issues with the provision of requests and timeframes for clearance. The position assists and provides advice to business areas on processes to action and clear requests.

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

Contact Officer: Sam Morgan (02) 6207 6125 sam.morgan@act.gov.au

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

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

#### **Director of Allied Health**

#### **Personal Assistant**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36597)**

Gazetted: 27 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 & Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: 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 Office of the Director of Allied Health: 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. The Personal Assistant reports to the Director of Allied Health and provides high level administrative support in assisting with the strategic and operational services for allied health services, allied health standards and clinical practice. The successful applicant will require high level communication and administrative skills, well demonstrated understanding of quality systems and a demonstrated commitment to meeting standards, managing job demand and conflicting timelines under limited direction.

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

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

### **Innovation**

#### **Research**

#### **Clinical Trial Staff**

#### **Finance Support Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 18368)**

Gazetted: 27 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 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 Trials Unit Finance Support Officer provides key support to clinical research projects undertaken by the Clinical Trials Unit at Canberra Hospital. The main responsibilities of the Finance Support Officer will be to provide timely, accurate, high quality accounting information and support under supervision. Other responsibilities will include assistance with human resource management activities managed by the Clinical Trials Unit. Proficiency in the use of computerized information systems for financial processing, spreadsheets, word and data processing is essential.

Eligibility/Other Requirements: 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 12 months with the possibility of extension. The option to work part-time will be considered. Hours of work are flexible. A merit list may be established to fill future positions at level, which may arise over the next 12 months.

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

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

#### **Clinical Support Service**

#### **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](mailto:leo.deboer@act.gov.au)

### **Population Health, Protection and Prevention**

#### **Health Protection Service**

#### **Health Planning and Infrastructure Safety**

**Administrative Officer - Health Protection Service**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 17540)**

Gazetted: 27 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 Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services.

The role of the Business Support Services (BSS) section of the Health Protection Service (HPS) is to provide administrative support to HPS program areas including Business/Quality improvement; Database administration; Licensing and Registration; Administrative, Corporate and executive support; Records Management; and management of the HPS Facility. BSS provides customer service as the first point of to HPS stakeholders visiting the site or contacting the Service by phone.

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

Contact Officer: Kim Warren (02) 6205 1700 kim.warren@act.gov.au

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Women and Babies**

**Midwife Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 30903, several)**

Gazetted: 27 July 2017

Closing Date: 03 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: Women, Youth and Children Community Health Programs delivers a range of primary 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 multidisciplinary context if not by a multidisciplinary team. Centenary Hospital for Women and Children (CHWC) is seeking Registered Midwives with an interest in working with postnatal women and babies in the Birthing environment. The Birthing unit is a Labour Birth Recovery Postnatal (LBRP) model where if a low risk woman and her baby are well after birth; discharge occurs from six hours. We require suitably qualified midwives who would provide postnatal midwifery care and facilitate discharge into the ambulatory midwifery services. In a midwifery team environment, this position would also be required to provide care of more complex women and babies while waiting for transfer to the maternity wards.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several full-time permanent positions available. 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. The successful applicants will be required to work a rotating roster seven days a week. Full-time and part-time hours will be considered.

Contact Officer: Judy Morgan (02) 6174 7582 [judy.morgan@act.gov.au](mailto:judy.morgan@act.gov.au)

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Cardiology**

#### **Administrative Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 30619)**

Gazetted: 27 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. The ACT Health Division of Medicine provides a range of medical specialties and allied health services.

A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. Under limited supervision of the Business Systems Officer accurately enter patient's cardiac procedures results into Cardio-base, update doctor's database within Cardio-base and assist with the dispatch of patient results to General Practitioners, Specialists and Medical Records. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

Eligibility/Other Requirements: Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Desirable: Medical typing experience is desirable as this position attracts a typing allowance.

Contact Officer: Jade Wheadon (02) 6174 8199 [jade.wheadon@act.gov.au](mailto:jade.wheadon@act.gov.au)

## **Innovation**

### **Policy and Stakeholder Relations**

#### **General Practice**

#### **Kindergarten Health Check Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 35616)**



Gazetted: 27 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: A position has become available within the Academic Unit of General Practice, located at the Canberra Hospital. The successful candidate will provide administrative assistance to the Research Nurse responsible for the Kindergarten Health Check program and related research projects. Ideally candidates will have previous experience with the Kindy Health Check database, knowledge regarding the ACT Education and Schools system and some knowledge of medical terminology.

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

Notes: This position is part-time at (18:37) hours per week and the full-time salary noted above will be pro-rata.

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

Contact Officer: Dagmar Ceramidas (02) 6244 4953 dagmar.ceramidas@act.gov.au

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

#### **Clinical Support Services**

#### **Ward Services**

#### **Wardsperson Coordinator**

#### **Health Service Officer Level 5 \$52,606 - \$55,221, Canberra (PN: 20996)**

Gazetted: 27 July 2017

Closing Date: 31 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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Ward Services, Supervisors, Coordinators and Wardsperson are a team within Clinical Support, Ward Services Canberra Hospital. Wardsperson plays a vital role in the delivery of essential patient support to all inpatient areas of The Canberra Hospital. They are responsible assisting the clinical staff and patients these duties include: Transportation; manual handling and code response. Overview of the work area and position: Ward Services Transport Co-ordinators are responsible for the direction and services delivery of a team of Wardspersons staff working within the Wardsperson Support Pool, The Canberra Hospital that operates on a daily basis including weekends and Public Holidays. These positions are also responsible for ensuring patients are transport throughout the hospital campus to and from their procedures in a safe and timely manner.

Eligibility/Other Requirements: Desirable: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes; a current driver's licence; knowledge of Microsoft Office package. 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, (OMU).

Contact Officer: David Hosie (02) 6244 2610 david.hosie@act.gov.au

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

#### **Surgery and Oral Health**

#### **Medical Staff**

#### **Personal Assistant Neurosurgery**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 09955)**

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. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Most clinical units, including the Neurosurgery Unit, are supported by Personal Assistants or Office Management staffs, who coordinate the Office of busy clinicians. Overview of the work area and position: Under direction of the Director of Neurosurgery, the Personal Assistant will provide administrative support for the Neurosurgery Unit by undertaking the duties listed in the duty statement.

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

Notes: This is a temporary position available for six months with the possibility of extension and/or permanency  
Contact Officer: Shannon Dougan (02) 6244 4175 [shannon.dougan@act.gov.au](mailto:shannon.dougan@act.gov.au)

**Canberra Hospital and Health Services**

**Cancer Ambulatory and Community Health Support**

**Ambulatory Care**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 25992 (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: 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.

Eligibility/Other Requirements: Medical terminology certificate, or equivalent and experience as medical transcriptionist is preferable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is an expected permanent part-time position available at 22:03 hours per week and the full-time salary noted above will be paid pro-rata. Applicants may be required to complete a typing task to assess competency as a component of the recruitment process. Selection may be based on written application and referee reports only.

Contact Officer: Amy Zammit 0401 903 735 [amy.zammit@act.gov.au](mailto:amy.zammit@act.gov.au)

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Nutrition Assistant**

**Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 20666 (expected vacancy))**

Gazetted: 27 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 Nutrition Department at the Canberra Hospital is seeking to attract committed, hard working people with a good eye for detail and with an interest in food and nutrition to work as a Nutrition Assistant. This role supports the Dieticians in provision of Nutrition Support to patients within the hospital. Duties include supporting the operation of the special diet meal services, preparation and distribution of adult and infant formulas according to departmental guidelines, computer data entry; patient visits with documentation, reception and other administrative duties. Nutrition assistants of the Canberra Hospital Nutrition Department operate the Special Diet Service, Infant Feeding Service and undertake other general duties to support the operations of the Nutrition Department including direct client visits, general office and administrative duties and stock/equipment management. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

Eligibility/Other Requirements: Must have relevant Certificate III or other equivalent qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is an expected vacancy for casual, permanent and temporary positions and 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. Applicants must be able to work a variable shift work roster between 6:30am – 6:30pm over seven days of the week.

Contact Officer: Andrew Slattery (02) 6244 2544 [andrew.slattery@act.gov.au](mailto:andrew.slattery@act.gov.au)

**Canberra Hospital and Health Services**

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

**Rehabilitation and Specialty Mental Health**

**Health Support Officer**

**Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: 29800)**

Gazetted: 27 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: Brian Hennessy Rehabilitation Centre (BHRC) is a 30 bed, mental health rehabilitation facility that provides individualised care, based on recovery principles, to consumers with moderate to severe mental illness. The service aims to provide collaborative care involving the consumer, their carers and other key services whilst utilising evidence based interventions within a rehabilitation context and with a recovery focus. The interventions offered in this setting are aimed toward consumers achieving independent living skills, improved mental health and integration back into the community. Where possible, BHRC accesses services in the community rather than in-house programs in accordance with rehabilitation principles. The Centre offers 24hr care and support with staff work a rotating roster. The Health Support Officer (HSO) works within a multi-disciplinary team, under the supervision and direction of a registered nurse to support and assist consumers where needed.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Knowledge of, and experience of, working with people living with a mental illness. Mental Health Certificate IV or working towards similar. 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* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: This is a temporary position available for a period of eight months. This position is being re-advertised and previous applicants need not re-apply. 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: Susan Jacques (02) 6205 1222 [susan.jacques@act.gov.au](mailto:susan.jacques@act.gov.au)

## **Justice and Community Safety**

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

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

### **Chief Officer ACT Ambulance Service**

**Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E349)**

Gazetted: 25 July 2017

Closing Date: 11 August 2017

Details: The ACT Ambulance Service (ACTAS) is one of Emergency Services Agency's (ESA) four operational services and is responsible for providing emergency and non-emergency ambulance services to the ACT community.

ACTAS, in partnership with the Ambulance Service of NSW also provides aero-medical rescue and retrieval services to the ACT and south eastern New South Wales. The role is responsible for strategically leading ACTAS to deliver responsive, contemporary and efficient services.

The position reports directly to the Commissioner of the ACT Emergency Services Agency and contributes as part of a unified executive team that supports collaborative management and cohesive operations across four operational services. Politically astute, you enjoy creating positive environments that encourage dedication to delivering high standards of service and new ways of thinking. It will play to your strengths in communication, resilience, diplomacy and change management and will provide you with the forum to contribute to the organisation's next level of success.

Remuneration: The position attracts a remuneration package ranging from \$228,037 - \$237,944, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

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

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

How to Apply: For further information and to apply visit current opportunities at [www.rosemaryhardham.com.au](http://www.rosemaryhardham.com.au) or contact Rosemary Hardham on (03) 8648 6552.

Contact Officer: Rosemary Hardham (03) 8648 6552 [rosemary@rosemaryhardham.com.au](mailto:rosemary@rosemaryhardham.com.au)

## **Corporate**

### **People and Workplace Strategy**

#### **Senior Advisor Social Inclusion**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 22103)**

Gazetted: 21 July 2017

Closing Date: 9 August 2017

Details: We are looking for an enthusiastic and motivated person to fill the role of Senior Advisor Social Inclusion.

This position's key responsibilities are developing, researching, implementing and evaluating programs that support social inclusion in the Justice and Community Safety Directorate (JACS) with a focus on Aboriginal and Torres Strait Islander people, people with disability, women, lesbian, gay, bisexual, transgender and intersex (LGBTI) people, culturally and linguistically diverse (CALD) people and the ageing workforce. The Senior Advisor Social Inclusion represents JACS both internally and externally in regard to social inclusion matters; ensures effective communication between JACS business units, relevant external groups and networks; and coordinates the Respect, Equity and Diversity (RED) Framework/provision of information to JACS and the ACT Public Service.

Eligibility/Other Requirements: Previous experience in a similar role or project is highly desirable.

Contact Officer: Janine Hammat (02) 6207 5262 [janine.hammat@act.gov.au](mailto:janine.hammat@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](mailto:jobs@act.gov.au)**

**Chief Operating Officer Group**

**Governance and Business Solutions**

**Governance**

**Senior Manager, Ministerial, Assembly and Cabinet Services**

**Senior Officer Grade A \$137,415, Canberra (PN: 32256)**

Gazetted: 26 July 2017

Closing Date: 2 August 2017

Details: The successful applicant will be well organised, demonstrate initiative, have excellent written and spoken communication skills and a good knowledge of the functions of Transport Canberra and City Services (TCCS). They will have a proven track record of providing leadership, direction and guidance to a team exercising sound people management skills and effective planning as well as development and implementation of strategic programs and projects.

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

Contact Officer: Nikki Pulford (02) 6205 5466 [nikki.pulford@act.gov.au](mailto:nikki.pulford@act.gov.au)

**Chief Operating Officer Group**

**Governance and Business Solutions**

**Assembly and Government**

**Directorate Liaison Officer**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11867)**

Gazetted: 21 July 2017

Closing Date: 4 August 2017

Details: The Directorate Liaison Officer (DLO) reports to the Director, Governance and Business Solutions and works within a small Ministerial, Assembly and Cabinet Services (MACS) Unit within the Governance and Business Solution branch. The DLO is required to facilitate and support direct communications and policy advice between the Directorate and the Minister's Office, and as necessary other Minister's Offices, and provides specialist assistance in matters relating to Cabinet, the Legislative Assembly, constituent meetings and functions.

Note: This is a temporary position available until August 2019.

Contact Officer: Nikki Pulford (02)6205 5466 [nikki.pulford@act.gov.au](mailto:nikki.pulford@act.gov.au)

**Chief Operating Officer**

**Safety and Wellbeing**

**Senior Safety and Wellbeing Advisor**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36340)**

Gazetted: 25 July 2017

Closing Date: 10 August 2017

Details: The Senior Safety and Wellbeing Advisor is responsible for the development and implementation of a safety management system, targeted and systematic safety initiatives and proactive programs that promote health and well being. The ideal candidate will have excellent written and verbal communication skills, a background in safety management systems and experience working in diverse, high hazard environments.

Eligibility/Other Requirements: Tertiary qualifications and technical expertise in safety/occupational health and safety or related discipline, or equivalent experience.

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

Contact Officer: Michael Gavin (02) 6205 2917 [michael.gavin@act.gov.au](mailto:michael.gavin@act.gov.au)

## ***APPOINTMENTS***

### **Canberra Institute of Technology**

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616**

Cathy Cooke 844-77649, Section 68(1), 26 July 2017

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616**

Jordan David Ellem 844-77446, Section 68(1), 26 July 2017

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

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

Jenna Brandon 836-72426, Section 68(1), 25 July 2017

**Infrastructure Officer 3 \$100,694 - \$110,536**

Steven Farr 853-65585, Section 68(1), 31 July 2017

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

Laura Le Mesurier 847-55549, Section 68(1), 24 July 2017

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

Kellie Yarrow 853-65972, Section 68(1), 1 August 2017

### **Community Services**

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

Christopher MacDonald 853-68938, Section 68(1), 1 August 2017

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

Jennifer Sheen 853-65753, Section 68(1), 31 July 2017

### **Education**

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

Haylee Hilly 843-31738, Section 68(1), 29 July 2017

**Administrative Services Officer Class 6**

Shannon Lee Corrigan 846-85915 Section 68(1), 14 July 2017

### **Environment, Planning and Sustainable Development**

**Technical Officer Level 4 \$79,824 - \$91,356**

Camille Bauer 853-65059, Section 68(1), 24 July 2017

**Health**

**Health Professional Level 4 \$100,462 - \$108,140**

Amne Alrifai 853-65366, Section 68(1), 24 July 2017

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616**

Shalvin Chand 853-64750, Section 68(1), 31 July 2017

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

Jonathon Hardy 848-20128, Section 68(1), 27 July 2017

**Allied Health Assistant 2 \$50,040 - \$57,369**

Vivien Horton 853-65729, Section 68(1), 26 July 2017

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

Shannon Keevers 836-02268, Section 68(1), 19 July 2017

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

Jordan Lawrence 853-51212, Section 68(1), 24 July 2017

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

Robert Menghini 853-51431, Section 68(1), 13 July 2017

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

Bronwyn Newman 796-73653, Section 68(1), 15 July 2017

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

Thomas Parkinson 845-04563, Section 68(1), 28 July 2017

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

Kathleen Piefke 853-64478, Section 68(1), 17 July 2017

**Medical Physics Specialist \$98,410 - \$136,681**

Jothy Selvaraj 847-25796, Section 68(1), 27 July 2017

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

Suzanne Smith 843-88873, Section 68(1), 19 July 2017

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

Katherine Soulsby 850-41943, Section 68(1), 12 July 2017

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

Sorsha Stuart-Rokvic 853-65710, Section 68(1), 17 July 2017

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

Shine Suresh Kumar 846-99719, Section 68(1), 12 July 2017

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

Aney Van Sittert 853-65112, Section 68(1), 31 July 2017

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

Avegail Wood 853-65016, Section 68(1), 26 July 2017

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

Leone Harvey-Smith: 829-56187, Section 68(1), 24 July 2017

**Justice and Community Safety**

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

Nicole Briggs 853-55504, Section 68(1), 17 July 2017

**Senior Officer Grade A \$137,415**

Maria Shanez Rosemarie De Silva 844-02161, Section 68(1), 19 July 2017

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

Danijela Ivancevic 853-50623, Section 68(1), 25 July 2017

**Transport Canberra and City Services**

**Bus Operator - Training \$66,212**

Bikramjit Aulakh 853-64902, Section 68(1), 21 July 2017

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

Ebony Bakavgas 853-65999, Section 68(1), 24 July 2017

**Bus Operator - Training \$66,212**

Anthony Beck 853-64873, Section 68(1), 21 July 2017

**Bus Operator - Training \$66,212**

Warren Bleakley 853-64945, Section 68(1), 21 July 2017

**Bus Operator - Training \$66,212**

Stephen Casey 853-64865, Section 68(1), 21 July 2017

**Bus Operator - Training \$66,212**

Deepak Damase 853-64849, Section 68(1), 21 July 2017

**Bus Operator - Training \$66,212**

Peter Francis 853-64953, Section 68(1), 21 July 2017

**Bus Operator - Training \$66,212**

Daniel Gannon 853-64857, Section 68(1), 21 July 2017

**Bus Operator - Training \$66,212**

Michael Pearlman 853-64822, Section 68(1), 21 July 2017

**Bus Operator - Training \$66,212**

Keith Pirie 853-64769, Section 68(1), 21 July 2017

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

Alex Taylor 789-62023, Section 68(1), 27 July 2017

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

Alex Wilson 715-54377, Section 68(1), 25 July 2017



## **TRANSFERS**

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

**Nigel Smith: 813-85810**

From: Senior Officer Grade C 108,140

ACT Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33465) (Gazetted 29 May 2017)

### **Health**

**Zhenmei Li: 821-58396**

From: Registered Nurse Level 2 \$88,249

Health

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

Health, Canberra (PN. 20475) (Gazetted 22 June 2017)

### **Transport Canberra and City Services**

**Maddison Loft: 848-64227**

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

Chief Minister, Treasury and Economic Development

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

Transport Canberra and City Services, Canberra (PN. 22359) (Gazetted 27 July 2017)

## **PROMOTIONS**

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

**Access Canberra**

**Licensing and Registrations**

**Liquor and Gaming**

**Penelope Foudoulis: 817-41109**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 03855) (Gazetted 27 July 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.

**Workforce Capability and Governance**

**Public Sector Management**

**Professional Standards Unit**

**Elizabeth Joy McAuliffe: 741-09922**

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. 31842) (Gazetted 29 May 2017)

**Access Canberra**

**Licensing and Registrations**

**Liquor and Gaming**

**Giancarlo Nasca: 817-42005**

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

CMTEDD

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 19153) (Gazetted 27 July 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.

**Procurement and Capital Works**

**Goods and Services Procurement**

**Program Management Office**

Edward Nathaniel McRae: 78181139

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN:11707) (Gazetted 27/07/2017)

**Community Services**

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Kim Griffiths: 793-38556**

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

Community Services

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

Community Services, Canberra (PN. 37489) (Gazetted 8 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.

**Strategy, Participation and Early Intervention**

**Community Participation Group**

**Akramul Hoque: 792-35354**

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

Community Services

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

Community Services, Canberra (PN. 36578) (Gazetted 27 July 2017)

**Office for Disability**

**Wendy Kipling: 820-79014**

From: Registered Nurse Level 4.2 \$122,486

Health

To: †Senior Officer Grade A \$137,415

Community Services, Canberra (PN. 38690) (Gazetted 27 July 2017)

**Director of Public Prosecutions**

**Joanne Elizabeth Smith: 738-47042**

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

Director of Public Prosecutions

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

Director of Public Prosecutions, Canberra (PN. 02916) (Gazetted 5 July 2017)

**Education**

**Office for Schools**

**North/Gungahlin Network**

**Gold Creek School**

**Cindy Condon: 755-80839**

From: Classroom Teacher \$62,521 - \$98,834

Education Directorate

To: †School Leader C \$114,067

Education, Canberra (PN. 31940) (Gazetted 27 July 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.

**Deputy Director-General**

**Governance and Assurance**

**Ministerial and Commonwealth Relations**

**Elizabeth Howell: 843-98852**

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

Chief Minister, Treasury and Economic Development

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

Education, Canberra (PN. 35232) (Gazetted 27 July 2017)

**System Policy and Reform**

**Early Childhood Policy and Regulation**

**Children's Education and Care Assurance**

**Margaret Ann King: 772-20319**

From: School Assistant 2 \$45,058 - \$49,757

Education

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

Education, Canberra (PN. 01219) (Gazetted 15 June 2017)

**School Performance and Operations**

**Office for Schools**

**Gold Creek School**

**Angela Spence: 835-39828**

From: School Leader B \$132,814

Education

To: †School Leader A \$145,868 - \$175,149

Education, Canberra (PN. 02605) (Gazetted 27 July 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.

**Health**

**Canberra Hospital and Health Services**

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

**Wee Chua: 827-28395**

From: Allied Health Assistant 3 \$61,115 - \$67,825  
Health

To: Health Professional Level 2 \$61,784 - \$84,816  
Health, Canberra (PN. 23953) (Gazetted 25 May 2017)

**Canberra Hospital and Health Services**

**Helen McFarlane: 817-46161**

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

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339  
Health, Canberra (PN. 37494) (Gazetted 1 June 2017)

**Population Health**

**Health Protection Service**

**HPI Program Safety**

**David Mills: 842-88565**

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

To: †Senior Officer Grade C \$100,462 - \$108,140  
Health, Canberra (PN. 25193) (Gazetted 22 June 2017)

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Operating Room**

**Sandra Pilloni: 772-01388**

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

To: †Registered Nurse Level 3.2 \$114,377  
Health, Canberra (PN. 22374) (Gazetted 15 June 2017)

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Claire Ratas: 844-32715**

From: Administrative Services Officer Class 2 \$52,991 - \$58,513  
Health

To: Administrative Services Officer Class 3 \$60,039 - \$64,616  
Health, Canberra (PN. 24240) (Gazetted 22 June 2017)

**Canberra Hospital and Health Services**

**Rehabilitation Aged and Community Care**

**Community Care Program**

**Emily Reeve: 844-3481**

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. 33875) (Gazetted 15 September 2016)

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Medical staff**

**Beju Varghese: 795-50880**

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

To: †Health Professional Level 5 \$118,319 - \$133,197  
Health, Canberra (PN. 25765) (Gazetted 23 March 2017)

**Canberra Hospital and Health Services**

**Suzanne Vivian: 261-58615**

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. 38558) (Gazetted 25 May 2017)

**Justice and Community Safety**

**Community Safety**

**Security and Emergency Management**

**Dougal Montrose Wilson: 787-18880**

From: Senior Officer Grade C \$100,462 - \$108,140  
Justice and Community Safety

To: †Senior Officer Grade B \$118,319 - \$133,197  
Justice and Community Safety, Canberra (PN. 35392) (Gazetted 27 July 2017)