



ACT Government Gazette

Gazetted Notices for the week beginning 26 October 2017

VACANCIES

ACT Audit Office

Financial Audit

Senior Audit Manager, Financial Audits

Audit Band 2 - Audit Manager \$103,575 - \$111,677, Canberra (PN: 16027)

Gazetted: 27 October 2017

Closing Date: 15 November 2017

Details: The ACT Auditor-General is an independent Officer of the Legislative Assembly. The ACT Audit Office supports the Auditor-General in carrying out the functions of the ACT Audit Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this, the ACT Audit Office undertakes a range of activities, which include conducting financial statement and performance audits and considering public interest disclosures received under the Public Interest Disclosure Act 2012. The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The ACT Audit Office supports staff by providing learning and development opportunities. The ACT Audit Office is seeking a person with the highest level of personal integrity and excellent accounting, audit, information technology, investigatory, communication and interpersonal skills. The Senior Audit Manager is a leadership position in the ACT Audit Office and the person should have a strong record in project management and demonstrated capacity to lead and manage audit teams consisting of auditors, contractors and consultants to complete a major portfolio of audits of financial statements. The Senior Audit Manager should also have an awareness, understanding and commitment to the values of the ACT Audit Office, diversity of culture in the workplace and workplace health and safety principles. The position is classified at the ACT Audit Office Band 2 level. New staff will be offered a salary of between \$118,467 to \$137,415, plus employer superannuation contributions and other conditions of service.

Eligibility/Other Requirements: Relevant tertiary professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion of relevant professional post-graduate qualifications is also highly desirable. These include Accounting and Audit qualifications provided by CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA) and/or the Certified Systems Information Auditor (CISA) qualification provided by ISACA (formerly known as the Information Systems Audit and Control Association). All applicants must be fluent in English.

Note: The position is a Designated Security Assessed Position/Position of Trust. The successful candidate will therefore need to have a Baseline Security Clearance and undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated. Assessment of applicants for the role may include a review of written applications, consideration of referee comments and one or more interviews. Further information may be obtained from Mr Tim Larnach - Principal, Financial Audits.

Contact Officer: Tim Larnach (02) 6205 2441 tim.larnach@act.gov.au

Canberra Institute of Technology

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

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

CIT People and Organisational Governance

People Development

Project Officer – Learning and Development Advisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 55548)

Gazetted: 27 October 2017

Closing Date: 3 November 2017

Details: CIT People Development are looking for an enthusiastic person to undertake the following key responsibilities: Work within a team to undertake a range of projects associated with the Institute's learning and development functions designed to build organisational capability, particularly in its professional and organisational development area, as outlined in the Division's business plan including: Working with managers to develop, implement and review professional development proposals, procedures and strategies to support

flexible, innovative and efficient employment arrangements. Supporting and actively participating in a team committed to people development by administering projects such as the rewards and recognition scheme, monitoring the effectiveness of professional development across the Institute and representing the Division. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

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

Contact Officer: Jason Washington-King (02) 6207 4891 jason.king@cit.edu.au

CIT Technology and Design

ICT and Library Studies

ICT Teacher

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51379, several)

Gazetted: 30 October 2017

Closing Date: 13 November 2017

Details: Canberra Institute of Technology is looking to recruit an exceptional ICT Teacher to teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. The teacher will also be required to: counsel and advise students on their programs of study; set and mark examinations and other assessment instruments; maintain student records; develop curricula for new and existing programs of study; attend staff meetings within the Institute, College and Department, and perform educational and administrative tasks as directed by the Head of Department. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or equivalent). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Diploma or Bachelor in Information Technology Industry certifications e.g. MCSE, CompTIA A+, CompTIA Network+, CCENT, CCNA Knowledge and skill using PowerShell, Windows Server 2012/2016, Cisco routers/switches Prince 2, Agile Programming languages C++, Java, Python.

Note: These positions are for temporary filling for a period up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Contact Officer: Jillian Patton (02) 6207 3391 jillian.patton@cit.edu.au

Health, Community and Science

Sport Fitness and Wellbeing

Senior Educator

Teacher Level 2 \$100,508, Canberra (PN: 39289)

Gazetted: 27 October 2017

Closing Date: 10 November 2017

Details: The Sport, Fitness and Wellbeing department at the Canberra Institute of Technology requires a highly skilled and motivated educator with experience in the vocational education and training sector to assist with leading and developing the Sport and Fitness sector. CIT is committed to building an inclusive workplace through a

culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory Qualifications and/or registrations/licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40.

Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its equivalent).

Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Qualifications and Industry experience in either Sport, Human Movement, Sport Science, Coaching and Fitness Proven successful engagement with industry areas relevant to the department. Leadership/Management experience; advanced eLearn/Moodle skills. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This position is for temporary filling for a period up to 31 December 2018 with the possibility of extension up to but not exceeding five years in total. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion - general and CIT Enterprise Agreements.'

Contact Officer: Richard Burgess (02) 62073879 richard.burgess@cit.edu.au

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

CIT Student and Academic Services

CIT Student Services

Client Relationship Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19509)

Gazetted: 26 October 2017

Closing Date: 3 November 2017

Details: Canberra Institute of Technology (CIT) is seeking an enthusiastic Client Relationship Manager to lead CIT Student Services shop front operations across all CIT campuses, with responsibility for coordination and administration of enrolments and reenrolments, campus reception and referral to CIT services. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Extensive client service management experience in an educational institution and appropriate tertiary qualifications are desirable.

Contact Officer: Maria Dealy (02) 6207 4939 maria.dealy@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Enterprise Canberra

Office of the Deputy Director-General

Executive Assistant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 24866)

Gazetted: 27 October 2017

Closing Date: 3 November 2017

Details: The role of Enterprise Canberra, within the Chief Minister, Treasury and Economic Development Directorate, is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city. You will provide executive support to the Deputy Director-General, including diary management; managing complex and detailed travel requirements; providing

high level liaison with the offices of Ministers, other Directorates, senior public officials and stakeholders; managing all incoming and outgoing correspondence and emails; monitoring the quality of outgoing correspondence; performing a range of administrative tasks, and acting as a mentor to other Executive Assistant (EAs) within the Directorate.

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

Contact Officer: Kareena Arthy (02) 6207 5564 kareena.arthy@act.gov.au

Shared Services ICT

Technology Services

ICT Security

Senior ICT Security Analyst, Operations

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 27101)

Gazetted: 30 October 2017

Closing Date: 14 November 2017

Details: Shared Services ICT Security is looking for a motivated and dynamic team member with experience in ICT Security operations. This may include the use and support of Security Incident and Event Management (SIEM) systems, Web proxy and content filtering, Intrusion Prevention and Detection Systems (IPS/IDS), spam filters, Mobile Device Management (MDM), and cloud platforms (Microsoft Azure and Amazon AWS). Experience in providing security advice to business, and knowledge of security and privacy related legislation, policy and process, preferably within a public sector environment would be advantageous. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or People with Disability, to apply. Contact Officer: Andrew Campbell (02) 6205 4201 andrew.campbell@act.gov.au

Economic and Financial Policy Group

Economic and Financial Analysis Branch

Taxation and Revenue Reform Unit

Policy Officer / Senior Policy Officer

Administrative Services Officer Class 6/Senior Officer Grade C \$79,824 - \$108,140, Canberra (PN: 55559, several)

Gazetted: 01 November 2017

Closing Date: 16 November 2017

Details: The Economic and Financial Division has a number of opportunities available at the Administrative Services Officer 6 and Senior Officer Grade C level. We are looking for people who want to broaden their experience in the ACT government and enhance their analytical and policy development skills. The Division is delivering a number of initiatives that will have a direct impact on the Canberra community. These include taxation, revenue and concessions policy initiatives; regulatory reforms to enhance competition; negotiating Intergovernmental agreements with the Commonwealth and other jurisdiction; briefing on water and energy market policies and insurance policies. We also provide economic advice to the Treasurer on a wide range of matters, including submissions to Cabinet. If you are a motivated person with good communication and people skills, strong conceptual and analytical capabilities and an ability to manage multiple tasks across a range of issues, then we want to hear from you.

Eligibility/Other Requirements: A Degree in Economics, Statistics, Business, or similar tertiary qualification is essential.

Note: There is one Policy Officer position at the Administration Officer Class 6 (ASO6) level and one Senior Policy Officer position at the Senior Officer Grade C (SOGC) level available for filling. These positions will be filled at either the ASO6 or SOGC level, dependant on the skills and experience of the successful applicant. These are temporary positions available from 30 October 2017 until 26 October 2018 with the possibility of extension and/or permanency. A merit list may be established to fill future temporary positions at level, which may arise over the next 12 months.

Contact Officer: Jacob Fell (02) 6205 2528 jacob.fell@act.gov.au

Long Service Leave Authority

Compliance Team

Compliance Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 55810)

Gazetted: 27 October 2017

Closing Date: 10 November 2017

Details: The role of the Compliance Officer is to provide assistance to clients by undertaking activities including compliance education, maintaining accurate and up to date records in the Authority's employer and employee registers, conducting employer/site visits and other external audit activities as required. The Authority provides staff with flexible working arrangements, access to a range of roles and training that is tailored to their career goals. Staff working within the Authority are expected to demonstrate quality customer service and team work skills, be willing to continuously improve, be outcome focused and accountable for their actions. Further information relating to the ACT Long Service Leave Authority can be found at [http://www.actleave.act.gov.au/Eligibility/Other Requirements](http://www.actleave.act.gov.au/Eligibility/Other%20Requirements): Willingness to travel to construction sites and employer premises; willingness to undertake Asbestos and White Card training; current driver's licence.

Contact Officer: Draga Roncevic (02) 6247 3900 dragica.roncevic@actleave.act.gov.au

Shared Services

Strategic Business

Program Management Hub

Project Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38236)

Gazetted: 27 October 2017

Closing Date: 10 November 2017

Details: The Strategic Business Branch delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. This position is required for the management of administrative activities that support the Desktop Modernisation and Cloud Program, which are two of the major organisational change programs in Shared Services ICT. This role may also require involvement in several other projects within the Strategic Business portfolio. The team is looking for a Project Officer who has exceptional organisation abilities, applies sound judgement and can work effectively in managing the governance and administrative activities that support project and program managers to deliver required change objectives. The successful candidate will be required to complete reports, minutes and secretariat duties of the working group and board meetings undertaken by the teams.

Eligibility/Other Requirements: Competency in the use of Microsoft Office is required. Experience in a program/project office and familiarity with Project Management software will be highly regarded and relevant tertiary qualifications are desirable.

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

Contact Officer: Mitchell Hardiman (02) 6205 2481 mitchell.hardiman@act.gov.au

Shared Services

Partnership Services

Publishing Services

Graphic Designer

Public Affairs Officer 1 \$68,699 - \$78,415, Canberra (PN: 23024)

Gazetted: 01 November 2017

Closing Date: 8 November 2017

Details: The Graphic Designer will be an enthusiastic and experienced officer with a good grasp of the local publishing industry and possess excellent client management skills with a high attention to detail. Publishing Services provides digital and traditional design, production support and guidance to the ACT Government in the process and coordination of publishing activities.

Eligibility/Other requirements: Knowledge of publishing software and the local publishing industry would be an advantage. Knowledge of design as well as print processes is highly desirable.

Note: Selection may be based on written application and referee reports only. Candidates may be required to submit a short portfolio of work demonstrating their relevant skills and experience.

Contact Officer: Luke Halls (02) 6205 0552 luke.halls@act.gov.au

**Commercial Services and Infrastructure
Procurement, Properties and Venues
Goods and Services Procurement
Administrative Officer**

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 55788)

Gazetted: 31 October 2017

Closing Date: 14 November 2017

Details: An exciting opportunity exists for an accomplished and motivated Administrative Officer at the Administrative Service Officer 4 level to join the Goods and Services Procurement branch, and support the Smart Modern Strategic Procurement Reform Program (SMS). Working primarily with the SMS Program Management Office, the successful applicant will support the day to day operations of Goods and Services Procurement, including the development and implementation of projects aimed at achieving better procurement outcomes across Government. Experience within a Project Management or Procurement environment is desirable.

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

Contact Officer: Shantha Siva (02) 6205 3875 shantha.siva@act.gov.au

**Corporate
Corporate Management
Reporting and Information Management
ACT Executive Business Support Officer**

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 39517)

Gazetted: 31 October 2017

Closing Date: 14 November 2017

Details: Corporate Management in the Chief Minister, Treasury and Economic Development Directorate is seeking to fill a Business Support Officer position whose role involves providing business support services to the seven ACT Government Ministers Offices (ACT Executive). The position will be responsible for financial management functions, including accounts payable processing; assisting with travel arrangements and reporting; arrangements for ICT and phone devices; and supporting other administrative functions of the business unit. We are looking for a highly motivated person, with a high level of accuracy and attention to detail in their work, and developed interpersonal and liaison skills.

Contact Officer: Lauren Cairns (02) 6207 0372 lauren.cairns@act.gov.au

**Shared Services
Strategic Finance
Financial Services
Administration Officer**

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 39497)

Gazetted: 01 November 2017

Closing Date: 16 November 2017

Details: A position is available for an energetic and flexible person to fill the gap in taking care of the administration and support functions for the Strategic Finance Branch. To take the driver's seat, you will need to demonstrate that you are highly organised, can effectively liaise in all directions and can communicate very well both orally and in written form. The ability to manage upwards is a must so your levels of confidence and tenacity will need to be above the rest. You will need to be able to use the Microsoft Office suite competently and you will display the right attitude and approach to getting through day to day work as well as working your way through problems and the odd surprise as comes up from time to time that might interfere with your task list! If you can manage yourself, can manage managers, are outgoing and don't mind pulling people into line in the administrative space, then you will be an ideal candidate! Do you need to be qualified? No but if you are, that will be taken into account however at the end of the day, if you are enthusiastic, can show creative and innovative thinking, are willing to learn, can initiate conversations, don't mind a bit of fun, can handle competing priorities, you love coming to work in a supportive and outcomes driven workplace and you thrive on working with people from all walks of life and positions, then we are very interested in you telling us in your quality written application, why you will be the very best candidate for this position.

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

Contact Officer: Alyssa Cowie (02) 6207 7737 alyssa.cowie@act.gov.au

Shared Services

Finance/Tax and Salary Packaging

Salary Packaging

Salary Packaging Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 09351)

Gazetted: 31 October 2017

Closing Date: 7 November 2017

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

Note: This position is available for three months with a possibility of extension. This is a JSC recruitment process.

Contact Officer: Desley Croker (02) 6205 7634 Desley.Croker@act.gov.au

Workplace Safety and Industrial Relations

Injury Management and Safety

Administration Assistant

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 37578)

Gazetted: 26 October 2017

Closing Date: 10 November 2017

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Administrative Assistant is key to the efficient and effective running of the Injury Management Team. The role centres on the support of a team of case managers with a focus on professional customer service to all areas of the ACT Government. A key aspect of the role is responding to enquiries from ACT Government employees via phone and email, and the successful applicant will demonstrate clear, professional and positive communication skills. This is a fast-paced operational environment. The successful applicant will demonstrate a commitment to being part of a team to deliver an important service to employees of the ACT Government.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency.

Contact Officer: Sean Bainbridge (02) 6207 4825 sean.bainbridge@act.gov.au

Various directorates

Inclusion Vocation Employment Program Participant

Generic \$45,000, Canberra (PN: Inclusion_VEP_2018)

Gazetted: 30 October 2017

Closing Date: 1 February 2018

Details: The ACT Public Service (ACTPS) employs approximately 22,000 staff to deliver services and support government functions in the ACT. These services include administration, schools, hospitals, transport, parks, tourism, infrastructure and more. It is unique amongst Australian jurisdictions as we combine roles that other jurisdictions divide between state and municipal governments into one level of government. As a result, the ACTPS is a dynamic employer offering a diverse range of career opportunities and on many occasions the chance to see the direct impact of work you do in the community. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. If you're looking to start a challenging and rewarding career where you'll have the opportunity to be a part of helping to shape Canberra's future, apply now for the *2018 Inclusion - Vocational Employment Program (I-VEP)* for People with Disability. This program provides successful applicants with: 12 months paid work experience (note -this period may vary depending on the position and training undertaken); A commencing salary from \$45,000 per annum approximately; Work place based training and where relevant, qualification training; and Permanent appointment to the ACT Public Service upon successful completion of the program. Employment will commence in 2018. The ACT Public Service strives to be an innovative and skilled

workforce and has various positions available in a number of Directorates. Further information about this program may be obtained from www.jobs.act.gov.au/Inclusion-Employment-Pathways or by emailing the Inclusion Team at inclusionemployment@act.gov.au

Eligibility/Other Requirements: Applicants must identify as a Person with Disability. Applicants must be an Australian Citizen or Permanent Australian Resident. Applicants must be at least 17 years of age. Prior to commencing in some positions, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804Notes:
Contact Officer: William Towler or Lisa Coulson (02) 6205 3629 inclusionemployment@act.gov.au

Infrastructure Finance and Capital Works

Health Infrastructure Branch/Commercial Infrastructure Branch

Project Director

Infrastructure Manager/Specialist 1 \$153,082, Canberra (PN: IMPRO1, several)

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: Applications are invited from suitably experienced candidates to join the Health Infrastructure Branch/Commercial Infrastructure Branch as a Project Director. Under limited direction and in line with corporate objectives the successful candidates will apply high order project management and procurement skills to a broad range of design and construction projects for the ACT Government.

Eligibility/Other Requirements: Mandatory: A Degree or Diploma in a relevant technical field (Engineering, Architecture, Project Management or Construction Management) and demonstrated relevant experience and/or trade certification with significant building and infrastructure and/or project management experience. Desirable: Experience in the delivery of health/commercial infrastructure projects.

Note: Permanent and temporary positions are available. A merit list will be created from this process and may be used to fill vacancies which occur over the next 12 months. Applicants should include the contact details of at least two referees.

Contact Officer: Babita Busic (02) 6207 0121 babita.busic@act.gov.au

Enterprise Canberra

Healthy and Active Living

Senior Manager, Healthy and Active Living Strategy

Senior Officer Grade A \$137,415, Canberra (PN: 39493)

Gazetted: 01 November 2017

Closing Date: 8 November 2017

Details: The role of Enterprise Canberra, within the Chief Minister, Treasury and Economic Development Directorate, is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city. As Senior Manager, Healthy and Active living, you will be responsible for overseeing the development and implementation of a new strategy to promote healthy and active living in Canberra, including working with stakeholders to maximise the impact of preventive health programs through communication and engagement activities, developing a strong research program relating to healthy and active living, working with the local innovation sector to develop a strong healthy and active living industry in Canberra, and developing strategies to use Canberra's commitment to healthy and active living as a drawcard for tourists and people wanting to live and work in the ACT.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or experience are highly desirable.

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

Contact Officer: Kareena Arthy (02) 6207 5564 kareena.arthy@act.gov.au

Infrastructure Finance and Capital Works

Executive

Operations and Support

Executive Officer

Senior Officer Grade A \$137,415, Canberra (PN: 30418)

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: The new Infrastructure Finance and Capital Works Division seeks a high performing Executive Officer to support its Executive Director and Executive Team. The successful applicant will provide high level advice to the Executive Director and Executive team on strategic, administrative and operational matters. They will coordinate the Division's input into Strategic Board, Cabinet and associated sub committees, manage the network of Executive Assistants and ensure quality assurance on briefs, reports, speeches and correspondence as required. They will possess superior written and oral communication skills and have proven experience in research and analysis. They will need to manage competing priorities and be comfortable liaising with senior internal and external stakeholders.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or relevant experience are desirable.

Contact Officer: Peter Murray (02) 6207 5650 peterr.murray@act.gov.au

Infrastructure Finance and Capital Works

Health Infrastructure Branch/Commercial Infrastructure Branch

Senior Project Officer

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: SPO4, several)

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: Applications are invited from suitably experienced candidates to join the Health Infrastructure Branch/Commercial Infrastructure Branch as a Senior Project Officer. The successful candidates will apply high order project management and procurement skills to a broad range of design and construction projects for the ACT Government.

Eligibility/Other Requirements: The ideal candidate will have a Degree in Architecture, Landscape Architecture, Engineering, Project Management or other Construction-related tertiary qualification, or senior-level experience in the construction industry, is essential.

Note: Permanent and temporary positions are available. A merit list will be created from this process and may be used to fill vacancies which occur over the next 12 months. Applicants should include the contact details of at least two referees.

Contact Officer: Babita Busic (02) 6207 0121 babita.busic@act.gov.au

Commercial Services and Infrastructure

Procurement, Properties and Venues

Venues Canberra/National Arboretum Canberra

Events and Community Engagement Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39313)

Gazetted: 30 October 2017

Closing Date: 14 November 2017

Details: The National Arboretum Canberra is looking for a dynamic team leader in the role of Events and Community Engagement Manager, this role is to drive visitor numbers, maximise income generation through events, and enhance the National Arboretum Canberra's profile and reputation through the successful development, management and delivery of the National Arboretum's public events and special interest, education and school holiday programs. This will include talks, tours, conferences, performances, festivals, special events, workshops. The Events and Community Engagement Manager will develop and deliver an outstanding visitors program and quality interpretation at the National Arboretum Canberra with all key stakeholders, including the Friends of the Arboretum. The Events and Community Engagement Manager is responsible for the generation of new business, increased number of events and increased revenue at the National Arboretum; and will be a key member of the Venues Canberra senior managers team.

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

Contact Officer: Scott Saddler (02) 6205 5082 scott.saddler@act.gov.au

Treasury

Procurement, Properties and Venues

Venues Canberra

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39419)

Gazetted: 31 October 2017

Closing Date: 14 November 2017

Details: Venues Canberra manages and operates the National Arboretum of Canberra, Exhibition Park in Canberra, GIO Stadium, Manuka Oval and Stromlo Forest Park. We require an experienced Executive Officer to provide high level strategic and business management support to the Director and Senior Management team at Venues Canberra. Experience in prioritising and decision making along with a high level of written and verbal communication skills are highly valued, along with the ability to work with a wide range of stakeholders and manager relationships.

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

Infrastructure Finance and Capital Works

Operations

Business Support

Manager, Business Support

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30837)

Gazetted: 31 October 2017

Closing Date: 14 November 2017

Details: An opportunity exists for a Business Support Manager to lead and manage the delivery of high quality business support in the Infrastructure Finance and Capital Works Division in the Commercial Services and Infrastructure Group in CMTEDD. Reporting directly to an Executive Director, the successful candidate will play a key role in the administration of the Division, providing high level advice on business administration, strategic governance and human resources. The ideal candidate will have a positive and outcomes-focussed attitude and be able to work autonomously and in team environments. This is an exciting opportunity for a high performer to join a newly expanded Division in Treasury.

Contact Officer: Megan Bonny (02) 6207 5414 megan.bonny@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

Children, Youth and Families

Child and Youth Protection Services

Operations North/South

Case Manager

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27428, several)

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: The Health Professional 3 Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. Two year's experience working with children, youth and/or families in a social work/case management role. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process.

Contact Officer: Larissa Sellars (02) 6207 6643 CYPSPRecruitment@act.gov.au

Inclusion and Participation

Office for Women

Senior Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36572)

Gazetted: 27 October 2017

Closing Date: 14 November 2017

Details: We are seeking a high performing Senior Policy Officer for a position in the Office for Women, Inclusion and Participation Branch, Community Services Directorate. To be successful in this position you will have proven skills in policy development, briefing, program management, stakeholder engagement, and an ability to work to tight time frames.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable but not essential.

Note: This is a permanent part-time position available at 22.05 hours (three days per week) and the full-time salary noted above will be paid pro rata.

Contact Officer: Freya O'Brien (02) 6205 8434 freya.o'brien@act.gov.au

Housing and Community Services

Housing ACT

Policy and Participation

Senior Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11230)

Gazetted: 27 October 2017

Closing Date: 3 November 2017

Details: Housing ACT is seeking an experienced Policy Officer to support the work of the Policy and Participation Team and the achievement of its responsibilities. There is one position to be filled. The successful applicant will be responsible for policy development, providing policy and program advice, preparation of briefings, policy papers and submissions. They will undertake research and analysis in relation to housing assistance policies and programs and will contribute to the development of new policies and programs to improve the operational efficiency and effectiveness of existing services and the development of new strategies to address housing affordability in the ACT and strengthen social housing assistance.

Eligibility/Other Requirements: An understanding and knowledge of Housing ACT and its role, functions and services, or the ability to quickly acquire this knowledge.

Contact Officer: John Shevlin (02) 6205 0565 john.shevlin@act.gov.au

Corporate Services

Finance and Budget

Finance and Budgets

Management Accountant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 27055)

Gazetted: 30 October 2017

Closing Date: 15 November 2017

Details: This position is responsible for assisting in developing internal budgets; the preparation of regular management and other reports; costing, analysis and forecasting; financial management and processing; and the preparation of the Directorate's annual budget. As an integral part of the team, this position also assists in the ongoing development and implementation of financial policies and processes. This position reports to the Senior Management Accountant.

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting is highly desirable. Membership of or progress towards CPA or equivalent professional accounting body preferred is highly desirable.

Note: This is a temporary position available until 20 December 2018.

Contact Officer: Ricky Zhao (02) 6205 4732 ricky.zhao@act.gov.au

Child and Youth Protection Services

Operations North/South

Case Manager

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 00314, Several)

Gazetted: 01 November 2017

Closing Date: 13 November 2017

Details: Several opportunities exist in the Operations section of Child and Youth Protection Service (CYPS). The Health Professional 2 Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. One years' experience working with children, youth and/or families in a social work/case management role. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Notes: An order of merit may be established for filling temporary or permanent positions at level within the next 12 months from this process.

Contact Officer: Larissa Sellars (02) 6207 6643 CYPSPRecruitment@act.gov.au

Office of the Director General

Quality, Complaints and Regulation

Aboriginal and Torres Strait Islander Review

Administrative Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 39180)

Gazetted: 31 October 2017

Closing Date: 14 November 2017

Details: Quality, Complaints and Regulation (QCR) branch provides quality analysis, internal complaints management, the functions of the Office of the Human Services Registrar and the Secretariat support for the ACT Children and Young People Death Review Committee and the Child and Youth Protection Quality and Improvement Committee. QCR was established to undertake oversight and statutory functions on behalf of the Director General and is independent of other divisions of the Directorate. The Aboriginal and Torres Strait Islander Review Team has been established to address the over representation of Aboriginal and Torres Strait Islander children within the child protection system. We are a small team and are looking for someone to help us set up the team, then keep us organised and on track. The position requires a person with a high level of organisational skills, effective communication and interpersonal skills and the ability to multi-task and work under pressure. The work will involve administrative tasks, such as reception, correspondence, basic finance and coordination. The successful applicant must be proficient in the use of the Microsoft Office suite. An important function of the position will be the ability to communicate effectively and appropriately with the Aboriginal and Torres Strait Islander community. The successful candidate will be well organised and be committed to the provision of high quality services. The role will require a high degree of sensitivity and confidentiality.

Eligibility/Other Requirements: Experience and/or desire to work in a community services environment.

Proficiency with Microsoft Office products and database systems and current driver's licence. This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available from 20 November 2017 until 1 September 2019.

Contact Officer: Narelle Rivers (02) 6207 5593 narelle.rivers@act.gov.au

Corporate Services

Finance and Budget

Facilities Management

Sustainability Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39496)

Gazetted: 01 November 2017

Closing Date: 15 November 2017

Details: The position is responsible for the Community Services Directorate (CSD) Sustainability Program within the Branch implements the ACT Governments sustainability objectives such as the Carbon Neutral ACT Government Framework within the Directorate, which underpins the *Climate Change and Greenhouse Gas Reduction Act 2010*. The Manager of CSD Sustainability Program develops, implements, monitors and reviews the sustainability program for CSD. The incumbent will be the primary source of advice across the Directorate on the sustainability program, including working closely with line areas on developing, implementing and reporting on the Directorate's sustainable initiatives.

Eligibility/Other Requirements: Drivers licence (C- class) is mandatory. Relevant tertiary qualifications would be an advantage.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency.

Contact Officer: Ian Hubbard (02) 6205 0688 ian.hubbard@act.gov.au

Housing and Community Services

Asset Management

Policy and Participation

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17385)

Gazetted: 27 October 2017

Closing Date: 3 November 2017

Details: Housing ACT is seeking an experienced policy officer to support the work of the Policy and Participation Team and the achievement of its responsibilities. The position has supervisory responsibilities for a small team and is involved in the development of both strategic and operational level policies and programs. The successful applicant will be responsible for policy development, providing policy and program advice, preparation of briefings, policy papers and submissions. They will undertake research and analysis in relation to housing assistance policies and programs and will contribute to the development of new policies and programs to improve the operational efficiency and effectiveness of existing services and the development of new strategies to address housing affordability in the ACT and strengthen social housing assistance. This position reports to the Senior Manager, Policy and Participation.

Eligibility/Other Requirements: An understanding and knowledge of Housing ACT and its role, functions and services, or the ability to quickly acquire this knowledge.

Contact Officer: John Shevlin (02) 6205 0565 john.shevlin@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Regional Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 23229)

Gazetted: 27 October 2017

Closing Date: 10 November 2017

Details: The Regional Manager is responsible for providing leadership and direction to staff, clients and stakeholders on a diverse and often complex range of issues related to providing support to public housing tenants. The duties of this position include managing the day to day operations of a busy operational area, preparing reports and statistical analysis, responding to ministerial correspondence and developing and maintaining networks and collaborative working relationships with community service organisations. The successful applicant will need to demonstrate that they have strong management and leadership skills, the ability to think strategically in a busy operational environment and possess excellent interpersonal and communication skills.

Eligibility/Other Requirements: A current driver's licence; experience in using a range of Information Technology (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. Relevant qualifications in Social Work, Community Development or a related field are desirable but not essential.

Contact Officer: Kylie-Ann Petroni (02) 6207 6297 Kylie-Ann.Petroni@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.

Corporate Services

Finance and Budget

Budget

Senior Management Accountant

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38233)

Gazetted: 31 October 2017

Closing Date: 14 November 2017

Details: The Senior Management Accountant provides support for the development of the Directorate's external budget and manages the internal budget process in liaison with business units. The position provides advice to the Executive and Senior Managers on their financial and output performances and contributes to the development and implementation of financial management policies and procedures.

Eligibility/Other Requirements: Degree in Accounting and progressing towards professional membership.

Contact Officer: Kate Ward (02) 6205 0874 kate.ward@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

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Senior Investigator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 02849)

Gazetted: 26 October 2017

Closing Date: 13 November 2017

Details: Children's Education and Care Assurance is seeking applications from motivated professionals to fill a temporary vacancy in the Investigations team. The position involves the assessment and investigation of notifications and complaints to Children's Education and Care Assurance (CECA) under the *Education and Care Services National Law (ACT) Act 2011* (National Law) and the *Children and Young People Act 2008* (CYP Act).

Eligibility/Other Requirements: Qualifications in Investigation or Compliance, a relevant discipline or equivalent experience is desirable. A current driver's licence is essential.

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

Contact Officer: Jo Williams (02) 62071289 jo.williams@act.gov.au

Office for Schools

North Canberra and Gungahlin Network

Ngunnawal Primary School

Finance and Enrolment Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 37817)

Gazetted: 01 November 2017

Closing Date: 8 November 2017

Details: Ngunnawal Primary School is seeking a highly motivated and organised person to undertake the demanding role of Finance and Enrolment Officer in a large dynamic school setting. Under the direction of the Business Manager the successful applicant will be responsible for a range of financial support duties, including, acting as receiver of official monies and preparation of banking. Provide support and assistance in the financial management and non-academic administration of the school, developing and maintaining financial and

administrative systems and providing support and assistance in the preparation of estimates, financial returns, budgets and directorate compliance reports. Plan, facilitate and coordinate the enrolments process of all new students, including coordinating the administrative team in all aspects of student enrolment and records management. The successful applicant will be proficient in the use of a variety of computer applications, word processing, databases and spreadsheets with the ability to advise on and implement effective office work practices. Ability to supervise and train support staff in the Front Office reception, oversee workloads and work priorities while providing excellent customer service.

Eligibility/Other Requirements: This position requires a high understanding of financial management and affiliated computer systems. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Desirable: Working knowledge of the MAZE management systems. A Current First Aid certificate or willingness to undertake appropriate training.

Note: Applicants are strongly encouraged to contact the Business Manager for further information regarding this position. Please provide two written references with the application.

Contact Officer: Kirralee Larkin (02) 6142 1500 kirralee.larkin@ed.act.edu.au

Office for Schools

Tuggeranong

Calwell High School

Building Services Officer 3 (BSO3)

General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 28956)

Gazetted: 31 October 2017

Closing Date: 14 November 2017

Details: In accordance with Directorate policies, maintain the school buildings grounds and equipment, estimating resource requirements when required. Communicate and liaise effectively with staff, students, contractors and members of the public. Working with minimal supervision while working under pressure and organising workloads to meet deadlines. Maintain accuracy in record keeping. Ensure compliance with all Directorate Safety Policies and procedures. The position requires initiative and independent sound judgement whilst assuming responsibility for the school building maintenance program, organising and overseeing contractors.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/4200. Mandatory Training in other WHS procedures will be required during employment, for example, Working at Heights, Sharps. An industry recognised trade qualification or equivalent work experience is desirable. A current First Aid certificate. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Elissa East (02) 6205 6840 elissa.east@ed.act.edu.au

Office for Schools

Tuggeranong Network

Bonython Primary School

Learning Support Unit (Autism) Teacher

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 39410)

Gazetted: 01 November 2017

Closing Date: 22 November 2017

Details: Bonython Primary is an inquiry learning school who believe in real learning in real context. Interested applicants should have experience of working with children with autism or in a special education setting. A strong classroom practitioner with sound pedagogical knowledge of inquiry learning and formative assessment; ability to work as part of a collaborative special needs team; experience working with learning plans and making reasonable adjustments to individual programs. Working closely with families, therapists and other outside agencies to support to the needs of the students.

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

Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* 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

Note: This is a permanent full-time position in a new Learning Support Unit for Autism (LSUA). This position will commence at the beginning of the 2018 school year.

Contact Officer: Greg Terrell (02) 6142 0640 gregory.terrell@ed.act.edu.au

Office For Schools

North/Gungahlin

Amaroo School

English Teacher

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 06865)

Gazetted: 31 October 2017

Closing Date: 16 November 2017

Details: We are seeking an English teacher for years 7-10 who is a passionate educator to enhance our learning community. The successful applicant will be part of a strong collaborative English faculty in the secondary sector of the school.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is available from 27 January 2018.

Contact Officer: Gai Beecher (02) 6142 1266 gai.beecher@ed.act.edu.au

Office For Schools

North/Gungahlin

Amaroo School

French Teacher

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 13769)

Gazetted: 31 October 2017

Closing Date: 16 November 2017

Details: We are seeking a French Teacher for years 3-10 who is a passionate educator to enhance our learning community. The successful applicant will be part of a strong collaborative language team.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is available from 27 January 2018.

Contact Officer: Gai Beecher (02) 6142 1266 gai.beecher@ed.act.edu.au

Office For Schools

North/Gungahlin

Amaroo School

Japanese Teacher

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 37421)

Gazetted: 31 October 2017

Closing Date: 16 November 2017

Details: We are seeking a Japanese Teacher for years 7-10 who is a passionate educator to enhance our learning community. The successful applicant will be part of a strong collaborative language team.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is available from 27 January 2018.

Contact Officer: Gai Beecher (02) 6142 1266 gai.beecher@ed.act.edu.au

Office For Schools

North/Gungahlin

Amaroo School

3-6 Classroom Teacher

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 02442)

Gazetted: 31 October 2017

Closing Date: 16 November 2017

Details: Amaroo School is a P-10 Professional Learning Community located in Gungahlin. We are seeking dynamic and motivated classroom teachers to enhance our learning community in the middle to upper primary years. Applicants with strength in improving literacy and numeracy who work collaboratively are encouraged to apply to join our outstanding team.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is available from 27 January 2018.

Contact Officer: Rebecca Turner (02) 6142 1252 rebecca.turner@ed.act.edu.au

Office For Schools

North/Gungahlin

Amaroo School

K-2 Classroom Teacher

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 09599)

Gazetted: 31 October 2017

Closing Date: 16 November 2017

Details: We are seeking passionate educators to enhance our learning community in the early childhood years. Applicants with strength in improving literacy and numeracy and who works collaboratively are encouraged to apply to join our outstanding team.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is available from 27 January 2018.

Contact Officer: Rebecca Turner (02) 6142 1252 rebecca.turner@ed.act.edu.au

Office For Schools

North/Gungahlin

Amaroo School

Primary Inclusion Support Teacher

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 30453)

Gazetted: 31 October 2017

Closing Date: 16 November 2017

Details: Amaroo School is a P-10 Professional Learning Community located in Gungahlin. We are seeking a dedicated teacher for our special needs (Diamond Program) in the Primary School. Knowledge and experience in meeting the learning and wellbeing needs of students with complex needs is desirable.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This position is available from 27 January 2018.

Contact Officer: Rebecca Turner (02) 6142 1252 rebecca.turner@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.

**Tuggeranong
Monash School**

Learning Support Unit – Classroom Teacher

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 05692)

Gazetted: 01 November 2017

Closing Date: 15 November 2017

Details: Monash School is a community based school committed to providing high quality learning opportunities for all. We are seeking a team player who is innovative and passionate about teaching students with additional needs. The successful applicant will be required to adjust and modify the curriculum within an LSU environment in line with the school vision of inclusive practices.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* 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

Contact Officer: Shane Carpenter (02) 6142 1660 shane.carpenter@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.

**Tuggeranong
Monash School**

Classroom Teacher - Monash School

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 05868)

Gazetted: 31 October 2017

Closing Date: 14 November 2017

Details: Monash School is a community based school committed to providing high quality learning opportunities for all students within an inclusive K-6 environment. We are seeking a dynamic team player who is innovative and passionate about teaching in our collaborative team. The successful applicant will be required to demonstrate strong inclusive practices in a mainstream setting and will be willing to work collaboratively in a team.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available 29 January 2018 until 20 December 2018.

Contact Officer: Shane Carpenter (02) 6142 1660 shane.carpenter@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

Amaroo School

Music K-6

Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 37428)

Gazetted: 31 October 2017

Closing Date: 16 November 2017

Details: Amaroo School is a P-10 Professional Learning Community located in Gungahlin. We are seeking a music specialist teacher to teach a release program across Kindergarten to Year 6. The successful applicant will have a passion for music and the ability to continue to develop our school choirs.

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 teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available from 27 January 2018 to 26 January 2019.

Contact Officer: Rebecca Turner (02) 6142 1252 rebecca.turner@ed.act.edu.au

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

School Performance and Improvement

Belconnen Network

Macgregor Primary School

Building Services Officer 2

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 35020)

Gazetted: 26 October 2017

Closing Date: 2 November 2017

Details: In accordance with Directorate policies, maintain the school buildings and grounds (including preschool(s) and cluster buildings and grounds), maintaining a clean and tidy condition whilst ensuring compliance with all Directorate Safety Policies and procedures. The position requires initiative and independent sound judgement whilst assuming responsibility for the school building maintenance program, organising and overseeing contractors.

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. Mandatory Training in other WHS procedures will be required during employment, for example, Working at Heights, Sharps. Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available until 2 February 2018 with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Tanya Price (02) 6142 1600 tanya.price@ed.act.edu.au

Office for Schools

Belconnen Network

Kingsford Smith School

Executive Teacher

School Leader C \$114,067, Canberra (PN: 36449)

Gazetted: 01 November 2017

Closing Date: 15 November 2017

Details: As a member of the Executive team, support the Senior Executive to achieve whole-school strategic goals and implement the school annual action plan; work with the primary School Executive Professional Learning team; to lead and implement a response to intervention approach across the primary school; support student social and emotional learning within a Restorative Practices framework; lead and implement a whole school project negotiated with the Principal; undertake an appropriate teaching load and other duties as determined by the Principal.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* 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

Note: This is a temporary position available 29 January 2018 until 28 January 2019.

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

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

Business Services

Governance and Community Liaison

Governance and Legal Liaison

Executive Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35653)

Gazetted: 31 October 2017

Closing Date: 7 November 2017

Details: The Governance and Legal Liaison section is seeking a person who is able to support the varied work of the section at a high level and within tight timeframes. The successful person will be able to provide sound advice on matters including: administrative law, compliance issues including those relevant to schools, governance issues relevant to schools and the Directorate, and will be able to contribute to the development and review of relevant policies. The successful applicant requires highly developed interpersonal skills, the ability to research and analyse complex matters, excellent oral and written communication skills, experience working with limited supervision, and the ability to work collaboratively and operate as an effective team member.

Contact Officer: Anne Siripol (02) 62059151 anne.siripol@act.gov.au

Business Services

Governance and Community Liaison

Families and Students

Assistant Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39427)

Gazetted: 31 October 2017

Closing Date: 7 November 2017

Details: The Families and Students section is seeking applications from self-motivated individuals who have excellent communication and problem solving skills. The successful applicant will primarily be required to work with families, students and staff to restore a safe and inclusive learning environment and workplace. The applicant should have the ability to liaise with schools as necessary, including service providers and support services, both within the Education Directorate and external to the Directorate. Experience in managing complex cases with high level liaison, negotiation and interpersonal skills and extensive knowledge of ACT public school operations, policies and processes will be highly regarded.

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

Note: Written referee reports will be required at time of interview.

Contact Officer: Nance O'Brien (02) 6205 9161 nance.obrien@act.gov.au

School Performance and Improvement

Belconnen Network

Hawker College

Business and Facilities Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39400)

Gazetted: 01 November 2017

Closing Date: 15 November 2017

Details: Hawker College is seeking an experienced, innovative and highly motivated Business and Facilities Manager to support the Principal with the School Strategic Plan, Financial Management, Human Resources, Facilities Management, Risk and Compliance Management. As a crucial member of the college Executive team, the successful candidate will be required to liaise with and support the Principal to ensure continuity in educational delivery across the college. The Business and Facilities Manager has significant input into the governance and strategic direction of the school, and as part of this, responds to, interprets and provides reporting, data and analysis to both the Principal, the wider college Executive team and the College Board. The successful candidate will possess high level management and organisational skills, exceptional interpersonal skills and the ability to communicate effectively with all stakeholders, ensuring high quality customer service. They will lead change management processes with the administration team through adherence to best practice HR principles and effective local coaching. Further duties include leading facilities management (strategic and operational), preparation of budgets aligned to the strategic financial plan, expenditure reviews and financial returns and the development of and supervision responsibility for administrative officers engaged in various designated roles throughout the college. Applicants are strongly encouraged to contact the Contact Officer for further information regarding the position.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: <https://www.accesscanberra.act.gov.au/app/home#/workhealthandsafety>. Prior to commencing in this role, a current registration issued under the working *With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. Working knowledge of the MAZE management systems and a current First Aid certificate or willingness to undertake appropriate training is desirable.

Note: This is a temporary position available 29 January 2018 until 31 January 2019 with the possibility of extension and/or permanency.

Contact Officer: Andy Mison (02) 6142 0355 andy.mison@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

Climate Change and Sustainability

Energy Markets and Renewables

Energy Projects

Policy Officer, Renewable Energy Industry Development

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35572)

Gazetted: 27 October 2017

Closing Date: 10 November 2017

Details: Canberra is leading the nation in moving to 100% renewable energy by 2020 and we are building a vibrant energy innovation ecosystem. This includes major new research partnerships in energy storage, a new co-working space and plans for targeted support for small business and start-ups. We also have one of the world's largest battery storage roll-outs with a strong focus on data collection and sharing. (see <http://www.environment.act.gov.au/energy>). We are looking for a self-motivated and organised individual, with strong analytical and policy development skills. The successful applicant will be responsible for day-to-day management of the Renewable Energy Innovation Fund (REIF), which is a comprehensive package of industry funding to support Canberra-based renewable energy business and to attract new ventures to the city. The successful applicant will have a good appreciation of the technology and policy context of Australia's renewable energy and broader energy supply systems (physical, commercial and regulatory) and a proven ability to innovate,

support and lead in teams to lead the analysis, development and/or delivery of effective policy or commercial solutions in this area.

Note: This is a temporary position available 20 December 2017 until 20 December 2022.

Contact Officer: Jon Sibley (02) 6205 1889 jon.sibley@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Program Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38692)

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: Sustainability Programs is seeking to employ a Program Officer in their Low Income Area within the Household Team to deliver the Community Zero Emissions Grants and other programs. The successful applicant will be required to deliver, monitor and evaluate sustainability programs including liaison with community groups. Eligibility/Other Requirements: Relevant experience in the delivery of sustainability programs and grants is preferred.

Note: This is a temporary position available until 28 November 2018 with the possibility of extension for a further two years pending the delivery of annual budgets. Some after hours and weekend work may be required to attend promotional events for Actsmart.

Contact Officer: Emma Humphreys (02) 6207 5532 emma.humphreys@act.gov.au

Environment

Parks and Conservation Service

Projects

Project Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39295)

Gazetted: 01 November 2017

Closing Date: 8 November 2017

Details: This position requires well developed skills in natural resource management, project management and stakeholder management to provide assistance to other officers and managers within the Environment Planning and Sustainable Development Directorate.

Eligibility/Other Requirements: Tertiary qualifications in Natural Resource Management, Environmental Science or Landscape Architecture.

Note: This is a temporary position available for a period of 12 months with the possibility of extension for up to a maximum of four years subject to funding. Selection may be based on application and referees only. Please limit responses to a maximum of 350 words per criterion.

Contact Officer: Ros Ransome (02) 6205 9775 ros.ransome@act.gov.au

Director, People and Capability

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E1016)

Gazetted: 27 October 2017

Closing Date: 13 November 2017

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection policy, heritage and water. It administers the Territory Plan and is responsible for spatial planning, planning approvals, land supply and sustainable urban design.

The Directorate includes: the ACT Parks and Conservation Service, which manages the ACT's conservation estate including nature reserves, national parks, commercial softwood forests and rural lands; the Asbestos Response Taskforce; and the Public Housing Renewal Taskforce.

The Director, People and Capability, is a key position within the Directorate and plays a major role in initiating, developing and guiding people capability initiatives to support the Directorate's strategic focus. This includes leading innovative policies, programs and practices to ensure the most effective use of the Directorate's people to

deliver sustainable performance. The position works in partnership with staff and other government agencies to deliver the Directorate's key government outcomes.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful application. This includes a cash competent 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.

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

Director, Engagement and Executive Support

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E1019)

Gazetted: 27 October 2017

Closing Date: 3 November 2017

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection policy, heritage and water. It administers the Territory Plan and is responsible for spatial planning, planning approvals and sustainable urban design.

The Directorate includes: the ACT Parks and Conservation Service, which manages the ACT's conservation estate including nature reserves, national parks, commercial softwood forests and rural lands; the Asbestos Response Taskforce; and the Public Housing Renewal Taskforce.

The Director, Engagement and Executive Support, will lead the day to day activities of the Government Services, Communications and Engagement teams in delivering high quality and value services across government and to the community. The position will report directly to the Director-General and will be responsible for providing strategic advice on communications, engagement, Assembly and Ministerial matters. This position is also responsible for leading a positive culture, collaboration across areas to, inclusively operationalise sound governance and risk management behaviours across the Directorate.

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

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Ben Ponton (02) 6207 8359 Ben.Ponton@act.gov.au

Office of the Director-General

Government Services, Communications and Legislation Services

Government Services

Manager, Assembly and Cabinet Business

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 18749)

Gazetted: 26 October 2017

Closing Date: 2 November 2017

Details: The Environment, Planning and Sustainable Development Directorate (ESPDD) is looking for a highly motivated individual to perform the role of Manager, Assembly and Cabinet Business. The Manager must possess excellent communication skills and personal qualities of a high order including integrity, judgement and discretion. The successful candidate will provide quality strategic direction and advice on a broad range of issues and have well developed skills to daily manage tight deadlines and effectively work in a high-pressure environment.

Eligibility/Other Requirements: A sound understanding of the functions (policy and regulatory responsibilities) of the ESPDD and the ACT ministerial portfolios is desirable.

Note: This is a temporary position available until 30 April 2018. Selection may be based on application and referee reports only. Please provide a two-page expression of interest to apply.

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

Environment

Parks and Conservation Service

Fire, Forests and Roads

Project Planning Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 20117)

Gazetted: 01 November 2017

Closing Date: 8 November 2017

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) has responsibility within the ACT for policy development relating to nature conservation, climate change, waste, heritage, planning, transport planning, energy and water, together with regulatory responsibilities for development applications. EPSDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. The Parks and Conservation Service (PCS) is a branch of EPSDD with responsibility for the management of the ACT's conservation estate including Nature Reserves, National Parks, commercial softwood forests and rural lands. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. An exciting opportunity exists to join the Fire, Forests and Roads Section in a project planning role with responsibility for managing the planning and approval process of a number of capital works funded fire trail upgrade projects.

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 firefighting fitness standards to at least the moderate level of the national firefighting 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 drivers' licence.

Note: This is a temporary position available from December 17 until 30 June 2021 with the possibility of extension subject to funding. This is a Designated Fire Position. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Employment will be conditional upon successful completion of a nationally recognised firefighting task-based fitness assessment.

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

Health

Selection documentation for the following positions may be downloaded from

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

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

Deputy Director General TCH and Health Services

Deputy Director General Canberra Hospital and Health Services

Executive Director of Medical Services

Medical Director General Practice Liaison Unit

Senior Specialist \$222,205, Canberra (PN: 17177)

Gazetted: 02 November 2017

Closing Date:

Overview of the work area and position: The Medical Director, General Practice Liaison Unit is a critical leadership role in the Canberra Hospital and Health Services (CHHS) with significant territory-wide responsibility to enhance communication and partnerships between the public health system and General Practitioners (GPs) to facilitate a seamless health service and improved patient outcomes. The main focus of the Medical Director, General Practice Liaison Unit will include: Ensuring the successful operations of the General Practices Liaison Unit. Developing effective and efficient communication and collaboration between the public health system and General Practitioners to ensure integration of the delivery of high-quality health care, promote best practices, address issues and identify improvements. Leading and promoting educational activities for the involvement of General Practitioners in the academic and clinical life of the Canberra Hospital. Under the general guidance of the Chief Medical Officer, Canberra Hospital and Health Services, the Medical Director, General Practice Liaison Unit, is expected to act autonomously and make decisions at the operational level on the strategic planning, governance, evaluation, and coordination of the General Practice Liaison Unit.

Salary, Remuneration and Conditions: 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, \$356,505.

Eligibility/Other Requirements: Registered or eligible for registration as a General Practitioner with the Australian Health Practitioner's Regulation Agency. Currently working in General Practice in the ACT or surrounding region. Desirable: Experience in leading and driving reform and evidence of achievement in that context. Relevant qualifications in medical administration and/or business, health administration or policy. Extensive knowledge and experience in best-practice and contemporary management. Eligibility to apply for academic standing in the Australian National University Medical School. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Note: This is a Permanent Part time position at 20 hours per week (negotiable).

Contact Officer: SEE SPECIAL REQUIREMENTS

Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation, Aged and Community Care Nursing
Clinical Nurse Consultant
Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22402)

Gazetted: 02 November 2017

Closing Date: 16 November 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 University of Canberra Public Hospital will provide sub-acute rehabilitation health services to the ACT and surrounding region. 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 the Canberra Hospital acute services is to deliver timely access to effective and safe hospital care services. The Canberra 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: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. The University of Canberra Public Hospital (UCPH) is scheduled to open in 2018. UCPH is a 140 bed sub- acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. This role will initially work within the Rehabilitation ward at the Canberra Hospital (ward 12B). It is planned that in mid 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Public Hospital. This Clinical Nurse Consultant (CNC) role will then be based at UCPH.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Advanced Life Support Certification (may be gained as a priority upon commencement). Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Post Graduate studies in Health Management or related field and/or Post Graduate studies in Nursing is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: A merit list may be created from this process to fill future positions within the next 12 months.

Contact Officer: Rhonda Maher (02) 6244 2205 rhonda.maher@act.gov.au

Canberra Hospital and Health Services
Cancer, Ambulatory and Community Services
Ambulatory Care

Fracture Liaison Service Co-ordinator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 17692)

Gazetted: 02 November 2017

Closing Date: 15 November 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: Responsibility Statement: Provide a coordinated approach in the prevention of second fractures through the management and education of patients with minimal trauma fracture in the Outpatient Services setting. This includes the identification of minimal trauma fracture patients, education of the patient and family on bone health and osteoporosis, referral for appropriate tests and management, follow-up, health promotion to appropriate groups, education to clinical services, data capture and reporting.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA); comply with ACT Health Occupational Assessment, Screening and Vaccination policy and undergo a pre-employment Police check.

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

Contact Officer: Anne Douglas (02) 6244 4019 anne.douglas@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29932)

Gazetted: 02 November 2017

Closing Date: 9 November 2017

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

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

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

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 37272, several)

Gazetted: 02 November 2017

Closing Date: 16 November 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 Unit (DMHU) is part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service, providing high quality mental health care that is guided by principles of Recovery. The Dhulwa Mental Health Unit provides a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This includes people who are, or are likely to become, involved with the criminal justice system, and civil consumers of general mental health services. The service aims to provide collaborative care involving the consumer, their carers and other key services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this high security environment. In this position it is expected that you will provide clinical leadership and guidance to the nursing workforce, as well as provide oversight and apply quality improvement processes to the therapy program undertaken within the DMHU. You will provide regular input into, and form an integral part of, the multidisciplinary team of the DMHU. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). 12 months recent nursing experience in a mental health facility, and sound understanding of forensic mental health. Desirable: Post Graduate Qualification in Mental Health Nursing or working towards such, and 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. Contact Officer: Liza Marando (02) 6207 1975 liza.marando@act.gov.au

Canberra Hospital and Health Services

Critical Care

Acute Clinical Service Unit

Medical Emergency Team Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 21162)

Gazetted: 02 November 2017

Closing Date: 9 November 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 Emergency Team (MET) as part of the Acute Clinical Care Services works in collaboration with Intensive Care to provide a frontline medical emergency response to patients experiencing an acute deterioration. The unit is currently seeking applications to the MET Nursing position for a suitably qualified registered nurse to provide a frontline medical emergency response, work in collaboration with Medical staff to stabilise and treat patients undergoing an acute deterioration and the provision of an Outreach response for patients at risk of deterioration within inpatient wards. The position will work a rotating roster of mornings, evenings, nights and weekends.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment National Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Experience in a critical care area and or resuscitation and relevant competency in advanced life support and other relevant responding to deteriorating patient qualifications is desirable.

Note: Successful applicant is required to work a rotating, flexible roster. Applicants please note and EOI for MET nurse is being advertised simultaneously for leave relief. Interested applicants are required to submit applications for both positions.

Contact Officer: Jo Lindbeck 0466 507 934 jo.lindbeck@act.gov.au

Canberra Hospital and Health

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Childhood Early Intervention Officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 19671)

Gazetted: 02 November 2017

Closing Date: 16 November 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 Health Professional Officer 3 position is in Childhood Early Intervention Program. This program sits within Child and Adolescent Mental Health Services. The teams consist of Social Workers, Occupational Therapist, Psychologist, and Allied Health Assistant. This program provides specialist mental health early intervention assessment, education for teachers, targeted group work, single session and family interventions. It provides secondary consultation and works closely with the Department of Education, Australian National University and Child and Family Centres. The Childhood Early Intervention Program works with primary schools within the ACT. The Health Professional will be working within the setting of a multidisciplinary team to provide a high standard of practice in the provision of a school based early intervention- social, emotional and behaviour program for children in primary schools. Under the supervision of the early intervention program coordinator the clinician will collaborate with various schools to develop and deliver services which ensure the consistent early detection, treatment and prevention of emerging severe social, emotional and behavioural difficulties in primary school aged children.

Eligibility/Other Requirements: Occupational Therapy: degree (or recognised equivalent) in Occupational Therapy; Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA); Eligibility for professional membership of Occupational Therapy Australia. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; Eligibility for membership of the Australian Association of Social Workers; Registration or eligibility for registration under the *Working with Vulnerable People Act 2011*; Highly desirable for all disciplines: Minimum of 3 years (ideal 5 years) post qualification; Experience in working with children and young people. Prior to commencement successful candidates will be required to: 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. All positions require a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a permanent part-time position at 22.03 hours per week. The salary advertised will be paid pro rata for part time hours. An order of merit will be created and may be used to fill future identical vacancies within a 12 month period, both full and part-time hours. Appointment to the position may be based on written application and referee reports only.

Contact Officer: Therese Foster (02) 6205 1178 therese.foster@act.gov.au

Canberra Hospital and Health Services

Pathology

Haematology

Senior Scientist Haematology-BMT

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 38713)

Gazetted: 02 November 2017

Closing Date: 16 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The Haematology laboratory is a tertiary facility performing stem cell cryopreservation procedures in the Bone Marrow section. Stem cell collections are carried out in the Haematology Day/Apheresis unit of the Canberra Region Cancer Centre. The position of Senior Scientist is to perform quality procedures for both the haematology laboratory and apheresis unit and will work at both sites as part of a multi-disciplinary team. Supervision of the position is undertaken by the Haematology manager but at times you may take direction from the Bone Marrow Transplant specialists or nursing staff or the ACT Pathology Quality Manager.

Eligibility/Other Requirements: Mandatory: A Science Degree or equivalent relevant qualification. Desirable: A relevant post Graduate or professional qualification would be an advantage. Experience in Quality and Bone Marrow Transplant would be advantageous. 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 and vaccination

Note: This is a part-time position at 14:42 hours per week and the full-time salary noted above will be paid pro rata.

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

CAMHS Mental Health Senior Clinician

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20828)

Gazetted: 02 November 2017

Closing Date: 16 November 2017

Details: About us: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi-disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework.

This role will be to conduct assessment and clinically manage children and young people with mental health issues, facilitate group work and to provide support to Health Professional 1 and Health Professional 2 clinicians. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA); eligibility for professional membership of Occupational Therapy Australia and must hold a current driver's licence. For Psychology: be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA) and must hold a current driver's licence. Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students is highly desirable. For Social Work: Degree in Social Work; Eligibility for membership of the Australian Association of Social Workers; Registration or eligibility for registration under the *Working with Vulnerable People Act 2011* and must hold a current driver's licence. Highly desirable for all disciplines: Minimum of three years (ideal five years) post qualification and experience in working with children and young people. Prior to commencement successful candidates will be required to: 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 and undergo a pre-employment Police check.

Note: This position is a full-time position, based at The Canberra Hospital (this may change). Part-time hours will not be considered. An order of merit will be established from this process and may be used to fill future identical full time vacancies within a 12 month period. Selection may be based on written application and referee reports only.

Contact Officer: Delia O'Shea (02) 6205 1469 delia.oshea@act.gov.au

Canberra Hospital and Health Services

Critical Care

Emergency

Registered Nurses - Emergency Department

Registered Nurse Level 1

Salary Range: \$63,548 - \$84,888 (PN: 12824, several)

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

Overview of the work area and position: an opportunity is available for suitably qualified Registered Nurses to apply for a temporary position with the potential of a permanent position within the Emergency Department at Canberra Hospital. Successful applicants will be required to work a 24 hour rotating roster. Please refer to attached Registered Nurse Level 1 Duty Statement. ACT Health is committed to building a culturally diverse workforce and an inclusive workforce. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

Eligibility/Other requirements: Prior to commencement successful candidates will be required to: be registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA); comply with ACT Health Occupational Assessment, Screening and Vaccination policy and undergo a pre-employment Police check.

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

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

Canberra Hospital and Health Services

Medicine

Medical

PA Director of Nursing

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 14190)

Gazetted: 02 November 2017

Closing Date: 9 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Overview of the work area and position: applications are sought for an enthusiastic and professional individual to fill the Personal

Assistant position within the office of the Director of Nursing, Division of Medicine. This is a great opportunity to develop your skills in a busy office environment. This position is responsible for managing the daily activities of the Director of Nursing and two Assistant Directors of Nursing within the Division of Medicine by preparing a range of correspondences, management of diary inboxes and calendars, providing secretariat support to committees, assisting with human resource and financial management functions, research and initiating action to ensure the timely response to requests. Applicants will need to be professional and have excellent communications, organisational and time management skills while adhering to ACT Health confidentiality policies and procedures. The applicant must have ability to liaise effectively with staff at all levels.

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

Contact Officer: Jenny Edmiston (02) 6244 3659 jennifer.edmiston@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Registered Nurse - Dhulwa Mental Health Unit

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 38618, several)

Gazetted: 02 November 2017

Closing Date: 16 November 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 Unit (DMHU) is part of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service, providing high quality mental health care that is guided by principles of Recovery. The Dhulwa Mental Health Unit provides a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This will include people who are, or are likely to become, involved with the criminal justice system, and civil consumers of general mental health services. The service aims to provide collaborative care involving the consumer, their carers and other key services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this high security environment. In this role under limited supervision, you will provide, high quality nursing care to consumers within a therapeutic secure environment. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement the successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Nursing experience within a mental health or alcohol and drug service is highly desirable. An understanding of forensic mental health and a current driver's licence is desirable.

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

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Registered Nurse, Intensive Care Unit

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 32794)

Gazetted: 02 November 2017

Closing Date: 9 November 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 Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of the [Australian and New Zealand Intensive Care Society \(ANZICS\)](#). The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit participates in international multi-disciplinary and multi-centre research. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000.

It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff

Eligibility/Other Requirements: Previous experience in the critical care environment is desirable. Prior to commencement successful candidates will be required to be registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA); comply with ACT Health Occupational Assessment, Screening and Vaccination policy and undergo a pre-employment Police check.

Contact Officer: Genevieve Harrigan (02) 6244 2756 genevieve.harrigan@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Physiotherapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 24257)

Gazetted: 02 November 2017

Closing Date: 9 November 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: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary

teams to achieve safe high quality patient centred care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications; unconditional registration as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence and at least one year of full-time equivalent work experience. 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; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Note: This is a full-time temporary rotational position available for six months with the possibility of extension. A merit selection list will be created from this process and may be used to fill full-time and part-time temporary vacancies which occur over the next 12 months. You will be required to participate on an overtime roster.

Contact Officer: Margot Green (02) 6244 2670 margot.green@act.gov.au

Population Health

Health and Protection Service

ACT Government Analytical Lab

Microbiologist - Health Protection Service

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 26166, several)

Gazetted: 02 November 2017

Closing Date: 7 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention 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. Overview of the work area and position: ACT Government Analytical Laboratory (ACTGAL) comprises the three following functional units and currently holds a Quality Management System certified to AS ISO 9001: Toxicology and Forensic Chemistry Unit is accredited to ISO 17025 in the field of Forensic Science. The unit provides analytical support for forensic investigations relating to drugs and poisons and expert opinion to relevant ACT courts. Specifically the service provided includes: Toxicology to support: coronial; investigations; ACT legislation including the *Road Transport Act*; drug treatment programs; Forensic chemistry to support: controlled substances legislation; Clandestine Laboratory Investigations

Environmental Chemistry. The Environmental Chemistry Unit is accredited to ISO 17025 in the field of Chemical Testing and provides the following services: Monitoring of ambient air quality in the ACT for compliance with the Ambient Air Quality National Environmental Protection Measure; Asbestos identification and fibre counting on a fee for service basis. The Microbiology Unit is accredited to ISO 17025 in the field of Biological Testing and provides the following services: Regulatory microbiological analysis as required under various ACT Acts and regulations; In partnership with Environmental Health identify sources of food poisoning; and Microbiological analysis of food and water on a fee for service basis. This position is for a microbiologist responsible for carrying out the routine operations of the Microbiology Unit and maintaining accreditation to ISO 17025.

Eligibility/Other Requirements: Mandatory: Bachelor degree in Science (a major in Microbiology is highly desirable). Current driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: These positions are temporary for 12 months with the possibility of extension and/or permanency from this process. Selection may be based on written application and referee reports only.

Contact Officer: Deborah Denehy (02) 6205 8707 deborah.denehy@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Health Professional, Child and Adolescent Mental Health

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 20269)

Gazetted: 02 November 2017

Closing Date: 16 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: The role includes working within a multidisciplinary team to provide a high standard of practice in the provision of a school based early intervention- social, emotional and behaviour program for children in primary schools. Under the supervision of the early intervention program coordinator this role will collaborate with various schools to develop and deliver services to ensure the consistent early detection, treatment and prevention of emerging severe social, emotional and behavioural difficulties in primary school aged children.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA); Eligibility for professional membership of Occupational Therapy Australia; and Must hold a current ACT drivers licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA); Must hold a current ACT driver's licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; Eligibility for membership of the Australian Association of Social Workers; Registration or eligibility for registration under the Working with Vulnerable People Act 2011; and Must hold a current ACT driver's licence. Highly desirable for all disciplines: Minimum of 3 years (ideal 5 years) post qualification; Experience in working with children and young people. Prior to commencement successful candidates will be required to: comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; and comply with ACT Health occupational screening requirements related to immunisation

Note: This vacancy is a permanent, part-time position at 22.06 hours per week. The advertised salary will be paid pro-rata for part-time hours. An Order of Merit will be created and may be used to fill future identical vacancies

within a 12 month period. Appointment to the position may be based on written application and referee reports only. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Therese Foster (02) 6205 1178 therese.foster@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Health Professional - Older Persons Mental Health Community Team

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 21884)

Gazetted: 02 November 2017

Closing Date: 9 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: This allied health position is based in the Older Persons Mental Health Community Team and works within a case/clinical management model. 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: Mandatory: For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy; registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA) and eligibility for professional membership of Occupational Therapy Australia. For Psychology: be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). For Social Work: degree in Social Work; eligibility for membership of the Australian Association of Social Workers and registration or eligibility for registration under the Working with Vulnerable People Act 2011. Highly desirable for all disciplines Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Prior to commencement successful candidates will be required to: 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; undergo a pre-employment Police check and hold a current driver's licence.

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

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

Canberra Hospital and Health Services

Clinical Support Services

Revenue Accounts Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 33342)

Gazetted: 02 November 2017

Closing Date: 9 November 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: Expressions of interest are sought from suitable applicants for the position of Billing and Data support officer in the Revenue Data Team. The position provides administrative/office support to the Revenue Data and Patient Accounts teams. The

position requires a high level of skills in time management, data integrity and the ability to work independently and as part of a team. Applicants should be enthusiastic and have excellent interpersonal skills, a strong willingness to learn and a basic understanding of billing in a public health environment and have experience in the use of hospital based IT system such as ACTPAS and PBRC.

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 six months with the possibility of extension.

Contact Officer: Jason McNamara (02) 6205 0510 Jasonw.mcnamara@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Social Worker/Occupational Therapist/Psychologist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 38020)

Gazetted: 02 November 2017

Closing Date: 16 November 2017

Details: About us: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples' homes. These services include: Rehabilitation and Speciality Services, Adult Community Mental Health Services (ACMHS), Adult Acute Mental Health Services (AAMHS), Alcohol and Drug Services (ADS), Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. The Health Professional Officer position will work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness. For example, those experiencing early psychosis and those who are experiencing severe high prevalence mental illness. The role will also require the team member to undertake evening and weekend shift work, professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Social Work: Degree in Social Work. Eligibility for membership with the Australian Association of Social Workers. Must hold a current driver's licence. For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy. Registration or eligibility for registration with Australian Health Practitioner Regulation Agency (AHPRA). Eligibility for professional membership of Occupational Therapy Australia. Must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Australian Health Practitioner Regulation Agency (AHPRA). Must hold a current driver's licence. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. Highly desirable for all disciplines: Experience working in mental health. Experience working with young people. 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 and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation.

Note: This is a temporary position available for a period of 12 months. Selection may be based on written application and referee reports only. An order of merit may be established to fill future temporary vacancies at level, which may arise over the next 12 months. The successful candidate will be required to; be available for evening and weekend work on a regular basis and be available to work within all program areas of CAMHS as service needs arise.

Contact Officer: Laura Dawel (02) 6205 2090 laura.dawel@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Physiotherapist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 29652)

Gazetted: 02 November 2017

Closing Date: 9 November 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: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient centred care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the Physiotherapist under professional supervision include: promoting positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team; promoting individual or group service delivery; applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current drivers licence. 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; and 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 position available for 12 months. This position commences 8 February 2018. A merit list will be created from this recruitment process which may be used to fill temporary Health Professional 1 vacancies over the next 12 months. You will be required to work on an overtime roster.

Contact Officer: Margot Green (02) 6244 2670 margot.green@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Speech Pathologist - New Graduate

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 29616, several)

Gazetted: 02 November 2017

Closing Date: 8 November 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. ACT Health Speech Pathology provides a range of services to individuals with swallowing and communication disorders. This includes acute and rehabilitation services. Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students. Overview of the work area and position: Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient swallowing and communication services to rehabilitation, aged care, medical, surgical and neonatal/paediatric areas of Canberra Hospital and the surrounding region. The new graduate Speech Pathology positions provide an opportunity to develop skills in working with adult neurological caseloads across both acute and rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support. These positions complete a 6-monthly rotation across Acute Support and Rehabilitation/Aged Care giving successful applicants the opportunity to develop their skills across a broad range of clinical areas.

Eligibility/Other Requirements: A Degree or Diploma in Speech Pathology from a recognised tertiary institution. Eligibility for practicing membership of Speech Pathology Australia. Must hold 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*. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: These are temporary positions available for a period of 12 months.

Contact Officer: Timothy Tooke (02) 6244 2230 tim.tooke@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Enrolled Nurse - Transition to Practice Program February 2018

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 37881, several)

Gazetted: 02 November 2017

Closing Date: 16 November 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. 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. Overview of the work area and position: ACT Health offers a twelve-month, structured program that provides a supportive framework for enrolled nurses during their first year of clinical practice. We are keen to receive applications from Nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity. Twelve month temporary employment contracts will be offered full-time or part-time to assist enrolled nurse graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the enrolled nurse. The twelve-month program will incorporate at least two six month rotations through clinical areas or 12 months within a speciality.

Eligibility/Other Requirements: Completed/will complete a Diploma in Nursing between November 2016 and November 2017; registered or eligible to register as a Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement; a Permanent Resident of Australia or an Australian Citizen, or people in Australia with a valid visa that allows them to work. This includes New Zealand citizens. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: There are several temporary positions available for 12 months. Phone interviews will not be available; to be considered for a position you must attend the assessment centre in person. Incomplete or late applications will not be considered. Employment decisions will be based on written application, referee reports, satisfactory academic history, interview and assessment centre analysis. Suitable candidates not offered positions in the first round may be offered positions at a later date as required by ACT Health. Please do not hesitate to get in touch with a contact officer if you have any queries related to the application process.

Contact Officer: Deborah Moore or Maxine Jordan (02) 6244 2915 (02) 6244 3382 chris.mead@act.gov.au
maxine.jordan@act.gov.au

Corporate

Business Support

Logistics Support

Stores Supervisor - Canberra Hospital Theatres

Stores Supervisor \$55,749 - \$58,511, Canberra (PN: 23939)

Gazetted: 02 November 2017

Closing Date: 9 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Supply Services forms part of the Logistic Support within the Business Support Services of ACT Health, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Senior Store Supervisor of ACT Health Supply Services. To be successful in this position, you will need to have proven experience in all aspects of stores management (i.e. issues, receipts, picking, stock-taking, etc.) in a large and busy warehouse environment operating in a computerised purchasing and inventory control system.

Eligibility/Other Requirements: Current driver's licence and relevant work experience is highly desirable. Prior to commencement, successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of nine months with the possibility of extension and/or permanency. This position is rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital.

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

Contact Officer: Ursula Helmy (02) 6207 8385 ursula.helmy@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Health Service Officer

Health Service Officer Level 3 \$48,385 - \$49,958, Canberra (PN: 26412)

Gazetted: 02 November 2017

Closing Date: 9 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: Brian Hennessy Rehabilitation Centre (BHRC) is a 30 bed, mental health rehabilitation facility that provides individualised care, based on recovery principles, to consumers with moderate to severe mental illness. The service aims to provide collaborative care involving the consumer, their carers and other key services whilst utilising evidence based interventions within a rehabilitation context and with a recovery focus. The interventions offered in this setting are aimed toward consumers achieving independent living skills, improved mental health and integration back into the community.

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

Eligibility/Other Requirements: Current driver's licence; knowledge of, and experience of, working in a food services environment; comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Prior to commencement successful candidates will be required to: have current registration issued under *Working with Vulnerable People (Background Checking) Act 2011*; undergo a pre-employment Police check.

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

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Recruitment Project Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38903)

Gazetted: 02 November 2017

Closing Date: 9 November 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 Recruitment Project Officer will report to the Mental Health, Justice Health, Alcohol and Drug Service (MHJHADS) Director of Nursing and work closely with the Justice Health Services Operational Director to coordinate the recruitment of key staff for Phase 2 of the opening of the Dhulwa Mental Health Unit (DMHU). This is a crucial role in providing high level support to the project team and ensuring that all phases of the project are executed successfully. The Recruitment Project Officer will be someone who is pro-active, motivated, thorough and collaborative and be able to multitask at a high level. The Project Officer will coordinate a recruitment campaigns/project and be able to work with multiple stakeholders in achieving a successful outcome. While the recruitment process will have as its focus the DMHU; recruitment to other vacancies across the Division is also part of the role.

Eligibility/Other Requirements: Desirable: Experience working within a Recruitment/Human Resource environment. Knowledge of and experience in ACT Health recruitment and human resources processes. Experience in the use of project management strategies to deliver on objectives.

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

Contact Officer: Dannielle Nagle (02) 6205 1062 dannielle.nagle@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult and Community Mental Health Services

Clinical Manager

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 26360)

Gazetted: 02 November 2017

Closing Date: 9 November 2017

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services, Adult Acute Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: Adult 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 people, their carers and other key services that access the service. At this level, it is expected that you will provide high quality clinical

interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse 1 and 2 Levels as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Approved tertiary qualifications or equivalent in nursing. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). More than 12 months nursing experience in a mental health services, and Strong understanding of adult community mental health services. Desirable: Post Graduate Qualification in Mental Health Nursing or working towards such, and Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Mathew Hunstone (02) 6205 1013 or (02) 6205 1338 mathew.hunstone@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Child and Adolescent Mental Health Services Headspace Clinician

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 29233)

Gazetted: 02 November 2017

Closing Date: 16 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for young people up to the age of 18 years who are experiencing moderate to severe mental health issues. The CAMHS community teams are made up of multi disciplinary mental health professionals who provide assessment treatment and clinical management within a recovery framework. This role will be to conduct intake/risk assessment and clinical management to young adults with complex mental health needs who reside in the STEPS facility. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); tertiary qualifications with the ACT Nursing and Midwifery Board and eligibility for membership of the appropriate professional organisation and must hold a current driver's licence. Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. Experience in working with children and young people is desirable. Prior to commencement

successful candidates will be required to: be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy and undergo a pre-employment Police check.

Note: This is a temporary full-time position available January 2018 for a period of 12 months with the possibility of extension. Part-time hours will not be considered. An order of merit may be established to fill future identical temporary vacancies which may arise over the next 12 months. The successful applicant may be selected based on written application and referee reports only.

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

Population Health

Health and Protection Service

Environment Health Food Team

Public Health Officer

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 27604)

Gazetted: 02 November 2017

Closing Date: 16 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Protection Prevention Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the *Chief Health Officer's Report*. The Health Protection Service is a risk based regulator that manages public health risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The Health Protection Service's Environmental Health area includes an Environmental Food section and an Environment and Radiation Safety section. The role may involve a variety of public health regulatory activities, including managing small team to deliver those functions such as inspections of food businesses and management of outbreaks or other potential public health risks. The Environmental Health area works closely with other areas of government such as Access Canberra in executing these functions. The role would suit someone with tertiary qualifications and demonstrated experience in managing small Environmental Health teams.

Eligibility/Other Requirements: Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA; or have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent with extensive environmental health experience. Equivalency of studies and training is determined by senior environmental health staff. Current drivers licence. Applicants should call the contact officer for advice on whether they are eligible to apply. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Lyndell Hudson (02) 6205 0956 lyndell.hudson@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Pharmacy - TCH

Pharmacist in Charge - University of Canberra Public Hospital

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

Gazetted: 02 November 2017

Closing Date: 30 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The University of Canberra Public Hospital (UCPH) is a purpose built rehabilitation hospital with approximately 120 beds (rehab and mental health rehab), and a number of day programs. 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. CHHS Pharmacy Department has a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The 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: Be registered (or eligible to be registered) as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA) and Masters level postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards with extensive clinical pharmacy experience deemed equivalent. 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 and comply with ACT Health Occupational Assessment, Screening and Vaccination policy. SHPA membership; membership linked to area of speciality; publication in peer review journals; project management and/or research experience and seven years experience working in hospital pharmacy is highly desirable.

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

Population Health

Health Protection Service

ACT Government Analytical Laboratory

Microbiologist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 26162)

Gazetted: 02 November 2017

Closing Date: 9 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health 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 Improvement Branch (HIB) has carriage of policy and program delivery in the areas of health promotion and preventive health. The HIB also collects, analyses and disseminates information on the health status and health-related behaviours of the ACT population which can be used to monitor, evaluate and guide health planning and policy. 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. Overview of the work area: ACT Government Analytical Laboratory (ACTGAL)

comprises the three following functional units and currently holds a Quality Management System certified to AS ISO 9001.

Toxicology and Forensic Chemistry: The Toxicology and Forensic Chemistry Unit is accredited to ISO 17025 in the field of Forensic Science. The unit provides analytical support for forensic investigations relating to drugs and poisons and expert opinion to relevant ACT courts. Specifically the service provided includes: Toxicology to support: coronial investigations, ACT legislation including the *Road Transport Act* and drug treatment programs. Forensic chemistry to support: controlled substances legislation and Clandestine Laboratory Investigations.

Environmental Chemistry: The Environmental Chemistry unit is accredited to ISO 17025 in the field of Chemical Testing and provides the following services: Monitoring of ambient air quality in the ACT for compliance with the Ambient Air Quality National Environmental Protection Measure and Asbestos identification and fibre counting on a fee for service basis. **Microbiology:** The Microbiology Unit is accredited to ISO 17025 in the field of Biological Testing and provides the following services: Regulatory microbiological analysis as required under various ACT Acts and regulations, In partnership with Environmental Health identify sources of food poisoning and Microbiological analysis of food and water on a fee for service basis.

Eligibility/Other Requirements: Mandatory: Bachelor degree in Science (major in microbiology is highly desirable). Postgraduate qualifications and/or experience relevant to public health microbiology would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment police check.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency.

Contact Officer: Simon Rockliff (02) 6205 8701 simon.rockliff@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Perfusionist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28742)

Gazetted: 02 November 2017

Closing Date: 16 November 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. Overview of the work area and position: The Cardiac Surgery Department of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. The Cardiac Surgery faculty currently consists of two consultants, three registrars and two Perfusionists, as well as one full-time secretary.

Eligibility/Other Requirements: Mandatory: completed two year Certificate of Clinical Perfusion (CCP) with Australasian Board of Cardiovascular Perfusion; minimum three years' experience as a full-time Clinical Perfusionist; currently certified with Australian and New Zealand College of Perfusion. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check; provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes; comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre offer for a position, prior to employment being made.

Note: The successful applicant will be required to participate the on-call roster. Additional remuneration in the form of an Attraction and Retention agreement may be approved in accordance within condition under the relevant Enterprise Agreement subject to an annual review process.

Contact Officer: Melanie Applebee (02) 6244 3207 melanie.applebee@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

Public Trustee and Guardian

Finance

Senior Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39314)

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and trustee related services. We have a vacancy for a motivated and well organised person to fill the role of Finance Officer in our Finance Unit. The Finance Unit provides a Corporate Finance, Investment/Funds Management/Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients. The Senior Finance Officer will enable effective performance and service delivery of financial operations in accordance with established policies/procedures and have the ability to liaise with a range of stakeholders. The successful applicant will have exceptional communication skills with demonstrated numerical, analytical and research abilities.

Eligibility/Other Requirements: Completion or working towards completion of a degree or diploma or other professional qualifications relating to Corporate Accounting and Financial Management, including the management of trust funds and funds under investment are essential. Driver's licence and ability to use computer applications is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: All applications, including application coversheet, written response to selection criteria, curriculum vitae and two referee reports must be submitted to Shared Services.

Contact Officer: Penelope Parker (02) 6207 9800 penelope.parker@act.gov.au

ACT Corrective Services

Community Corrections

Sentence Administration Section

Senior Sentence Administration Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14164)

Gazetted: 27 October 2017

Closing Date: 3 November 2017

Details: ACT Corrective Services is seeking a highly motivated person to fill the role of Senior Sentence Administration Officer within the Sentence Administration Section. In this role you will be responsible for administering ACT sentences by maintaining up to date, accurate sentence information and facilitating the transfer of interstate and international detainees, and parole and community based orders between the ACT and other jurisdictions. You will also maintain the parole order and community based order transfer registers, victims register and provide secretariat support to the Sentence Administration Board. You will manage responsibilities in a timely manner and build a good rapport with criminal justice agencies, relevant government and non-government agencies and statutory bodies regarding sentence administration. To be successful, you will demonstrate well developed organisation skills, as well as exceptional communication and interpersonal skills and high level writing skills and be able to work autonomously.

Eligibility/Other Requirements: Relevant tertiary qualifications in Law, Criminology or equivalent experience would be desirable. Eligible persons may be required to undergo a Police Check. A current driver's licence essential.

How to apply: Applicants are required to submit five items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; the names and contact details of two referees (one

should be a current Supervisor/Manager); and a copy of their driver's licence. Please ensure you submit all five items.

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

Contact Officer: Amanda Corcoran (02) 6207 0744 amanda.corcoran@act.gov.au

ACT Corrective Services

Corporate Services

Business Intelligence Unit

Data Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 46135)

Gazetted: 31 October 2017

Closing Date: 7 November 2017

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals to join the Strategic Risk Unit as a Statistics Officer (ASO6). The position is responsible for the statistics management function within ACT Corrective Services (ACTCS) and supports the efficiency and effectiveness of the Unit. The Statistics Officer should possess well developed organisational skills and proven analytical abilities in relation to data collection, checking, cleansing, administration and reporting. Further to this, you will work collaboratively with agency business units and external agencies to ensure effective and efficient routine and ad-hoc statistical reporting.

Eligibility/Other Requirements: Experience in the use of Microsoft Excel or other statistical tools is desirable. A good understanding of database structure and entity-relationship diagram (ERD) desirable. Understanding of Basic Structured Query Language (SQL) desirable.

Note: This is a temporary position available until 31 December 2018. To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Danny Suggate (02) 6207 6293 danny.suggate@act.gov.au

Public Trustee and Guardian

Finance Unit

Finance Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39315)

Gazetted: 27 October 2017

Closing Date: 10 November 2017

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and trustee related services. We have a vacancy for a motivated and well organised person to fill the role of Finance Officer in our Finance Unit. The Finance Unit provides a Corporate Finance, Investment/Funds Management/Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients. The successful applicant will have strong communication skills and ability to perform a range of duties including preparation of financial reports, maintaining of trust account documentation and assisting the Finance Director as required with the financial management of PTG.

Eligibility/Other Requirements: Current driver's licence and ability to use computer 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.

How to apply: All applications, including application coversheet, written response to selection criteria, Curriculum Vitae (CV) and two referee reports must be submitted to Shared Services.

Contact Officer: Penelope Parker (02) 6207 9800 penelope.parker@act.gov.au

Legislation, Policy and Programs

Road Safety and Transport Regulation

Director, Road Safety and Transport Regulation

Senior Officer Grade A \$137,415, Canberra (PN: 22300)

Gazetted: 26 October 2017

Closing Date: 2 November 2017

Details: Legislation, Policy and Programs is seeking a highly motivated person to head up its Road Safety and Transport Regulation section. The Road Safety and Transport Regulation (RSTR) group provides advice on and develops road safety and related policy and programs, including road transport legislation. The Director provides high-level management of the RSTR team, including development of team members. The Director is also responsible for leading the delivery of critical projects and programs and building strong relationships with partners and other stakeholders, to support the ACT Government's identified road safety priorities. The key duties and responsibilities include: Provide overall strategic leadership and manage staffing and work planning for the RSTR group; develop, coordinate and manage road safety related programs and strategies; develop legislation on matters relevant to the work of the group; build strong partner and stakeholder relationships and represent Legislation, Policy and Programs in a range of ACT, inter-jurisdictional and community forums.

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

Contact Officer: Julie Field (02) 6207 0522 julie.field@act.gov.au

Human Rights Commission

Corporate Services

President

Finance and Administration Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 31882)

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: The ACT Human Rights Commission (HRC) is seeking an experienced, motivated and passionate person to join our business unit as a Finance and Administration Manager at the Senior Officer Grade C level. The successful applicant will be responsible for leading, supporting and assisting the HRC Corporate team. Duties of the Finance and Administration Manager include, financial management including budget development and monitoring, monthly financial reporting, financial forecasts, approving invoices, preparing various statistical reports for the Commission, Human resource management and corporate reporting, including Annual Reporting. Please see the full list of duties and responsibilities, and the selection criteria for the role. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander people and people with disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the contact officer for this position

Eligibility/Other Requirements: Sound understanding of commercial accounting principles, human resource management skills, understanding of the Commissions operations and information management requirements including relevant database expertise and strong leadership and management skills. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: Selection may be based on application and referees report only. Interested applicants should submit written applications of no more than six (6) pages addressing the selection criteria for the role, contact details of two (2) referees and a current curriculum vitae must also accompany the application.

Contact Officer: Helen Watchirs (02) 6205 2222 helen.watchirs@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

City Services

City Presentation

Strategic Planning and Development

Data and Information Manager

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 17872)

Gazetted: 31 October 2017

Closing Date: 7 November 2017

Details: City Presentation is seeking an experienced Data and Information Manager to fill a vacancy in the Strategic Planning and Development team. The successful candidate will provide the Urban Treescape unit with asset, data and program management, geospatial planning and analysis, and business intelligence to support future strategies, policies and investment programs.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in the use of ESRI Geographic Information Systems, CAD and FME is desirable. Driver's licence is mandatory.

Note: This position is available from 3 December 2017.

Contact Officer: Daniel Goodwin (02) 6205 0066 daniel.goodwin@act.gov.au

City Services

City Presentation

Strategic Planning and Development

Geographic Information System and Asset Officer

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 24897)

Gazetted: 31 October 2017

Closing Date: 7 November 2017

Details: City Presentation is seeking an enthusiastic Geographic Information System (GIS) Officer to fill a vacancy in the Strategic Planning and Development team. The successful candidate will support the National Arboretum Canberra and City Presentation operational areas with asset, data and program management, geospatial planning and analysis, and provide business intelligence to support future strategies, policies and investment programs.

Eligibility/Other Requirements: Relevant tertiary qualifications, experience in forestry and/or horticulture and experience in the use of ArcGIS, AutoCAD and FME is desirable. Driver's licence is mandatory.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension and/or permanency from this process.

Contact Officer: Daniel Goodwin (02) 6205 0066 daniel.goodwin@act.gov.au

City Services

City Places and Infrastructure

Roads ACT

Traffic Engineer/Officer

Infrastructure Officer 1 \$66,251 - \$78,280, Canberra (PN: 31101)

Gazetted: 26 October 2017

Closing Date: 16 November 2017

Details: Roads ACT is responsible for the management, operation and maintenance of ACT roads, bridges, footpaths, traffic lights, street lighting and the stormwater infrastructure assets. Traffic Management and Safety, a section of Roads ACT, seeks a traffic engineer/officer to join the team. The successful applicant will have knowledge of traffic management and standards to investigate issues relating to traffic management and safety and an ability to be responsive to customers. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/Other Requirements: A Civil Engineering University Degree, membership of a professional institution and/or relevant experience deemed equivalent.

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

Contact Officer: Ben Hubbard (02) 6207 6616 ben.hubbard@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.

City Services

Birrigai Outdoor School

Birrigai Customer Services Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 00917)

Gazetted: 30 October 2017

Closing Date: 14 November 2017

Details: A vacancy exists for a highly motivated Customer Services Officer at Birrigai Outdoor School. Birrigai is a Government owned and operated education and outdoor adventure facility. The position includes providing administrative support to the Birrigai Site Manager and Principal, managing all site bookings and enquiries and ensuring the smooth operation of central office. The successful applicant should have experience in, the delivery of high quality customer service, preferably in the marketing or tourism industry, and be highly organised and possess excellent interpersonal skills.

Eligibility/Other Requirements: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804. A current recognised First Aid certificate or the willingness to obtain. Manual (C-Class) driver's licence.

Note: This position is temporary available until 30 June 2018 with the possibility for extension and/or permanency. Applications may be assessed on applications and referee reports only. Applications should address the selection criteria, be accompanied by a current curriculum vitae and contact details for at least two referees. Selection may be based on application and referee reports only. Birrigai is located 15 km from Tuggeranong and is not serviced by public transport. A daily travel allowance is available at the current rate outlined in the applicable Enterprise agreement.

Contact Officer: Catherine Ellis (02) 6207 8044 catherine.ellis@ed.act.edu.au

Financial Planning and Analysis

Transport Canberra

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 39435)

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: The Finance team is led by the Chief Finance Officer (CFO) and is a branch within the Finance, Legal and Sustainability group. This position is a Senior Manager role leading a team of Management Accountants and providing high level specialist advice to the CFO, the Executive Team and line areas on a diverse range of financial issues. The Management Accountant team provide the business units within Transport Canberra and City Services (TCCS) with quality analysis, forecasting, reporting and advice on a range of financial issues, financial performance and budget preparation. This is a new position with a strong focus on business improvement.

Eligibility requirements: Relevant tertiary qualifications in a 'Business' related discipline and Chartered Institute of Management Accountants (CIMA), Chartered Professional Accountant (CPA or ICA) membership.

Note: This is a temporary position available for a period of six months with the possibility of extension. This is a part-time position available at 22:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Craig Jordan (02) 6207 4279 craig.jordan@act.gov.au

Transport Canberra

Commercial

Analyst

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39448)

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: Transport Canberra Commercial division plays a significant role in ensuring the ACT Government meets its objectives for public transportation in Canberra. Those objectives are to be met in a manner which provides modern, reliable public transportation choices to the ACT community in a financially sustainable manner. The Analyst will work under the broad direction of a Senior Analyst, Transport Canberra Commercial providing support for the planning, co-ordination and delivery of sensitive projects that impact on and align with strategic or operational outcomes for Transport Canberra.

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

Finance, Legal and Sustainability

Chief Finance Officer

Finance

Manager Financial Planning and Analysis – City Places and Infrastructure

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 00654)

Gazetted: 26 October 2017

Closing Date: 10 November 2017

Details: The Finance Branch is led by the Chief Financial Officer (CFO) and is a branch within the Finance, Legal and Sustainability Division. This position is located at 496 Northbourne Avenue. This position is a manager role leading a team of Management Accountants and providing high level specialist advice to the Senior Manager, the CFO and the Executive Team on a diverse range of financial issues. The Management Accountant team provide the business units within Transport Canberra and City Services (TCCS) with quality analysis, forecasting, reporting and advice on a range of financial issues, financial performance and budget preparation.

Contact Officer: Craig Jordan (02) 6207 4279 craig.jordan@act.gov.au

Communications

Chief Operating Officer

Digital and Strategic Leader

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 44067)

Gazetted: 26 October 2017

Closing Date: 10 November 2017

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds. The Corporate Communications supports the TCCS Director-General and provides services to the Directorate across a range of activities. The team is responsible for media and issues management, marketing campaigns, communication strategies, publication approvals, community engagement strategies, customer research and internal communication strategies. TCCS is looking for a digital leader, someone to lead our web, intranet and social media presence and who can help make the whole communications team digital communication natives – web, social, apps, the works. The current TCCS and Transport Canberra websites could benefit from a user-focused Information Architecture (IA) and content review, plus we are looking to build an engaging, interactive intranet and lift our social media engagement. Working with the Senior Manager, Corporate Communications, the position will also get hands on with a range of other communications strategies, internal and external, that span across the whole directorate. We are looking for a person who is great at digital, communications strategies and content; being a close knit team you'll also participate in a media roster, and liaise with the Ministers' office, Executive Leadership Team and key stakeholder groups; create engaging and interactive user-focused digital media strategies, content and digital events to support TCCS media, community and employee engagement; under whole of government arrangements, support the directorate in re-structuring, updating and maintaining user-focused web sites and services; provide well researched evidence-based advice, analysis and reporting to senior management and Minister's office's on digital media use, opportunities and online services' manage and develop TCCSs digital tools and templates to support engagement activities; monitor social media to identify potential issues and manage the response process; prepare and/or support engagement strategies, particularly employee engagement; manage out of hours media enquiries as part of an on-call roster arrangement; support other members of the Communications team on joint projects when required; apply the principles of workplace relations, employment equity and diversity, occupational health and safety, access and equity, secrecy and privacy provisions in work practices and in dealings with stakeholders and the community. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in Communications a related field, or significant experience in delivering digital communications and strategic communications more generally, preferably in a government environment. A current driver's licence is also required. Experience in using and administering content management systems such as Drupal, Squiz Matrix, or SharePoint.

Note: The selection criteria must be addressed and the application coversheet completed.

Contact Officer: Lachlan Leslie (02) 6207 6832 lachlan.leslie@act.gov.au

Suburban Land Agency

**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**

Suburban Land Agency

Finance

Director, Finance

Senior Finance Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39434)

Gazetted: 26 October 2017

Closing Date: 10 November 2017

Details: Applications are invited from suitably experienced candidates from public or private sector backgrounds to join the Suburban Land Agency Finance team as a Senior Finance Manager supporting the City Renewal Authority. This position will undertake the role of Financial Controller for the City Renewal Authority. The ideal candidate will be degree and Chartered Professional Accountant (CPA/CA) qualified, with experience in all areas of financial management including budgeting, reporting and project accounting. It is essential that the candidate has well developed technical accounting and communication skills with a strong focus on stakeholder management. This position will suit a confident professional who is capable of leading and influencing others and is adaptable to a changing environment.

Eligibility/Other Requirements: Degree and CPA or CA qualified.

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

Contact Officer: Nicole Munyard (02) 6207 2981 nicole.munyard@act.gov.au

Sales, Marketing and Urban Projects

Sales, Marketing and Mingle

Community Development and Event Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 18816)

Gazetted: 26 October 2017

Closing Date: 2 November 2017

Details: The Suburban Land Agency is seeking an enthusiastic Community Development and Event Manager to develop and implement a range of initiatives as part of the 'Mingle' Community Development and corporate marketing program. The role requires the coordination of the community development program across multiple suburbs and includes community liaison, facilitating stakeholder partnerships and event logistics. It also involves coordinating the marketing activities of the program including resident communications, digital marketing, public relations opportunities and social media. The role works in a fast-paced environment with a focus on residents and stakeholders. We are looking for a dynamic, dedicated, flexible team player who is passionate about community development, marketing and events.

Eligibility/Other Requirements: Qualifications in Marketing, Community Development, Events or a related discipline; understanding of the land or property market, particularly in terms of community development; understanding of community development models such as Asset Based Community Development (ABCD); understanding of ACT Government legislation; driver's licence and White Card. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available until September 2018 with the possibility of extension and/or permanency. This position will be required to occasionally work after hours and on weekends and will often be required to wear a uniform. Applications are sought from potential candidates and should include a statement of not more than three pages outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae. Previous applicants need not apply.

Contact Officer: Jody Gleeson (02) 6205 1876 jody.gleeson@act.gov.au

Sales and Marketing

Sales Campaign Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 45195)

Gazetted: 26 October 2017

Closing Date: 9 November 2017

Details: The Suburban Land Agency is seeking an enthusiastic Sales Campaign Manager to develop and implement a range of sales activities in the delivery of the ACT Government's Indicative Land Release Program. The role requires the management of land sales campaigns including but not limited to developing sales documentation in conjunction with external stakeholders, coordination and facilitation of sales events, stakeholder evaluation, report generation and financial accounting, as well as vital customer engagement. There are opportunities for innovation and creativity in generating and maximising sales. The role works in a fast-paced environment with a focus on delivery to deadlines. We are looking for a dynamic, dedicated, flexible team player who is passionate about sales, achieving targets and general customer service. A demonstrated understanding of the conveyancing process is an advantage.

Eligibility/Other Requirements: Experience in sales or a related discipline. Understanding of the land or property market, particularly in terms of sales and marketing. Demonstrated understanding of ACT Government legislation, with a particular focus on conveyancing. Current driver's licence and White Card. This position will be required to occasionally work after hours and on weekends. This position may require a uniform to be worn. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. Applications are sought from potential candidates and should include a statement outlining experience and/or ability against the selection criteria, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Melissa Anderson (02) 6205 7251 melissa.anderson@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Infrastructure Manager/Specialist 1 \$153,082

Barry Ingram 836-11703, Section 68(1), 25 October 2017

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

Raymond McKay 853-61277, Section 68(1), 1 November 2017

Health

Health Service Officer Level 4/5 \$49,958 - \$55,221

Atef Beshara 847-01268, Section 68(1), 2 November 2017

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

Amy Clark 853-62210, Section 68(1), 13 November 2017

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

Natasha De Noskowski 853-72750, Section 68(1), 13 November 2017

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

Meera Devassy 845-01792, Section 68(1), 2 November 2017

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

Terrence Foster 853-72013, Section 68(1), 1 November 2017

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

David Jean 853-72080, Section 68(1), 20 November 2017

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

Lee Henning 853-72275, Section 68(1), 6 November 2017

Health Service Officer Level 4/5 \$49,958 - \$55,221

Joji James 847-03546, Section 68(1), 2 November 2017

Health Service Officer Level 5 \$52,606 - \$55,221

Marcellus Janssen 848-84834, Section 68(1), 1 November 2017

Health Service Officer Level 5 \$52,606 - \$55,221

Tharmarajah Jeyaharan 847-01276, Section 68(1), 2 November 2017

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

Emma McGuire 845-02373, Section 68(1), 2 November 2017

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

Senimili Nadruku 848-20187, Section 68(1), 20 October 2017

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

Amanda Newsham 853-72814, Section 68(1), 6 November 2017

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

Moses Nyngmah 848-80331, Section 68(1), 2 November 2017

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

Catia Ochi 848-21403, Section 68(1), 2 November 2017

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

Chantel Payne 850-41062, Section 68(1), 2 November 2017

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

Kristine Rodgers 844-34403, Section 68(1), 24 October 2017

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

Callum Scarvell 848-83946, Section 68(1), 23 October 2017

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

Rubie Senthavysouk 847-26297, Section 68(1), 25 October 2017

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

Melissa Smith 850-42014, Section 68(1), 10 November 2017

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

Marie-Therese Stephen 845-20969, Section 68(1), 23 October 2017

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

Nicole Stewart 853-71096, Section 68(1), 27 October 2017

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

Joanne Vickers 844-35000, Section 68(1), 30 December 2017

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

Nicole Taylor 853-72435, Section 68(1), 6 November 2017

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

Sumi Thankachani 845-01776, Section 68(1), 2 November 2017

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

Reni Thattil Iyyu 847-01890, Section 68(1), 2 November 2017

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

Plessy Varghese 845-01805, Section 68(1), 2 November 2017

Justice and Community Safety

Assistant Parliamentary Counsel 1 \$61,785 - \$124,436

Michael Balthazar 853-60100, Section 68(1), 26 October 2017

Government Solicitor 1 \$70,650 - \$105,793

Helen Banks 741-75006, Section 68(1), 27 October 2017

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

Juliet Gray 848-77642, Section 68(1), 30 October 2017

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

Sandra Nancy Lavender 853-72486, Section 68(1), 2 November 2017

Trust Officer Level 1 \$66,025 - \$75,600

Julia Savage 853-48611, Section 68(1), 23 November 2017

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

Natthanan Wright 835-85189, Section 68(1), 18 November 2017

Transport Canberra and City Services

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

Marina Bolton 853-72830, Section 68(1), 6 November 2017

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

Elisabeth Clare 853-72697, Section 68(1), 9 November 2017

General Service Officer Level 5/6 \$52,198 - \$57,445

Andrew Gray 853-41663, Section 68(1), 26 October 2017

Professional Officer Class 2 \$79,824 - \$91,356

Suzy Nunes 829-87928, Section 68(1), 30 October 2017

TRANSFERS

Health

Nikki Nokes: 762-82462

From: Health Professional Level 4 \$100,462

Calvary Public Hospital Bruce

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

Health, Canberra (PN. 12073) (Gazetted 14 September 2017)

Daniel Oakleigh: 821-23142

From: Registered Nurse Level 1 63548

Health

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

Health, Canberra (PN. 17734) (Gazetted 7 September 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Executive Support Team

Grace Hernandez: 827-41143

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

Community Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35283) (Gazetted 17 July 2017)

Policy and Cabinet

Cabinet Office

Kathleen Eva Stewart: 844-03180

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. 39143) (Gazetted 28 November 2017)

Community Services

Housing and Community Services

Housing ACT

Tenancy Operations

Alexandra Groves: 813-0334

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

Community Services

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

Community Services, Canberra (PN. 07443) (Gazetted 29 August 2017)

Health

Canberra Hospital and Health Services

Medicine

Louisa Andrews: 821-25623

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

Health

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

Health, Canberra (PN. 25109) (Gazetted 13 July 2017)

Canberra Hospital and Health Services

Critical Care

Jessica Griffiths: 788-14573

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

Health

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

Health, Canberra (PN. 20957) (Gazetted 10 August 2017)

Corporate

Louise Kael: 845-21670

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

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 20162) (Gazetted 19 October 2017)

Population Health, Protection and Prevention

Health Protection Service

Louise Kelly: 834-51332

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

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Health, Canberra (PN. 17540) (Gazetted 14 September 2017)

Canberra Hospital and Health Services

Operational Support

Support Services

Jimmy Varghese: 844-75985

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
Health, Canberra (PN. 05359) (Gazetted 3 August 2017)

Canberra Hospital and Health Services

Pathology

Calvary Laboratory

Melissa Whitehead: 836-56119

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

To: Technical Officer Level 2 \$59,230 - \$67,825
Health, Canberra (PN. 38738) (Gazetted 24 August 2017)

Justice and Community Safety

Public Trustee and Guardian

Wills Estates and Trusts

Blaire Flynn: 846-96139

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Justice and Community Safety

To: Trust Officer Level 1 \$66,025 - \$75,600
Justice and Community Safety, Canberra (PN. 08038) (Gazetted 12 July 2017)

Transport Canberra and City Services

Chief Operating Officer

Governance and Business Solutions

Assembly and Government Business

Sarah Bourne: 735-35778

From: Senior Officer Grade C \$100,462 - \$108,140
Transport Canberra and City Services

To: †Senior Officer Grade B \$118,319 - \$133,197
Transport Canberra and City Services, Canberra (PN. 11314) (Gazetted 3 October 2017)

CORRIGENDA

Health

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

Ian Pieper: 853-72099, Section 68 (1), 15/11/2017

Originally notified in Gazette of 19 October 2017 amendment to start date.