



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 23 August 2018**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Physiotherapy**

##### **Physiotherapist**

**Health Professional Level 1 and Level 2 \$65,000 - \$84.816, Canberra (PN: Several)**

Gazetted: 29 August 2018

Closing Date: 9 September 2018

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

Reference Number: 20087

Contact Officer: Megan Girdlestone Megan.girdlestone@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

#### **Maternity**

**Executive Level RN 5 \$130,000 - \$135,000, Canberra (PN: Expected)**

Gazetted: 29 August 2018

Closing Date: 9 September 2018

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

Reference Number: 20051

Contact Officer: Christine Falez (02) 6201 6987 christine.falez@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

#### **Senior Medical Registrar**

**SMR \$138,667, Canberra (PN: TBC)**

Gazetted: 29 August 2018

Closing Date: 1 October 2018

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

Reference Number: 20082

Contact Officer: Miffany Callan (02) 6201 6111 miffany.callan@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

#### **Registrar/Senior Registrar**

**Registrar \$98,704 - \$138,677, Canberra (PN: TBC)**

Gazetted: 29 August 2018

Closing Date: 23 September 2018

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

Reference Number: 20106

Contact Officer: David Banfield (02) 6201 6252 david.banfield@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

#### **Career Medical Officer**

**CMO1.1 \$122,913, Canberra (PN: TBC)**

Gazetted: 29 August 2018

Closing Date: 2 September 2018

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

Reference Number: 20081

Contact Officer: Miffany Callan (02) 6201 6111 [miffany.callan@calvary-act.com.au](mailto:miffany.callan@calvary-act.com.au) Applications can be forwarded to: <https://calvary.mercury.com.au>

### **Canberra Institute of Technology**

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

#### **Corporate Services**

##### **TRIM Administrator**

##### **Total Records and Information Management (TRIM) Administrator**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 35288)**

Gazetted: 28 August 2018

Closing Date: 11 September 2018

Details: Canberra Institute of Technology (CIT) is seeking an experienced Hewlett Packard Enterprise Content Manager (HPECM) Administrator to manage and perform the systems administration role. The administrator will have strong demonstrated skills and knowledge of both modern record keeping and the functions of HPE. Working as part of a small dynamic team, in the implementation of the Electronic Document and Records Management System (EDRMS) to provide high quality technical support to the whole of CIT. This will include the maintenance of location, development and configuration of record types and aligning the Business Classification System, Thesaurus and Workflow to meet the business requirements. The administrator will have a well-developed understanding of records management functions and be capable of interpreting business requirements and aligning them to HPE functionality. The administrator will be required to provide record keeping advice regarding business processes and activities and train personnel to meet their requirements. Other system tasks include ensuring the integrity of the HPECM system, access control management and reporting on usage. Represent the Directorate in presentations and engagement activities to other agencies and maintain records in accordance with the *Territory Records Act 2002*. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available for two years 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: Paul Magin (02) 6207 4901 [paul.magin@cit.edu.au](mailto:paul.magin@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](mailto:jobs@act.gov.au)**

#### **Policy and Cabinet**

##### **Territory Records Office**

##### **Senior Advisor, Information Access**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40145)**

Gazetted: 29 August 2018

Closing Date: 12 September 2018

Details: The Territory Records Office is seeking an innovative information professional to lead our front-line services providing access to government information to the community and other stakeholders. In this position you'll have the opportunity to work in a small team to help shape the future of archives service delivery for the ACT Government. You'll head up our public access unit, Archives ACT, and work directly with the Deputy Director of Territory Records and others to deliver projects, publications, events and other programs that enhance access

to ACT Government information, including digital access initiatives. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Lauren Callow (02) 6213 0762 lauren.callow@act.gov.au

## **Access Canberra**

### **Regulatory Solutions and Compliance**

#### **Building and Planning Compliance**

##### **Investigator**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41161, Several)**

Gazetted: 29 August 2018

Closing Date: 14 September 2018

Details: The Building and Planning Compliance (BPC) team is seeking suitably qualified and experienced investigators to join our team. The role of the BPC is to respond to complaints in relation to building and planning matters. The successful occupant will undertake the investigation process, facilitate formal investigations, gather statistical data, provide reports on investigation processes, gather systemic learnings from the outcome of investigations and provide support to the Construction Occupations Registrar as required. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Formal qualifications in, and experience in undertaking, Investigations is essential.

Note: An order of merit may be established to fill future vacancies at level over the next 12 months. How to Apply: Please send a two page application outlining your suitability for the position with a copy of your Curriculum Vitae and details of two referees.

Contact Officer: Dominic Hides (02) 6205 4306 dominic.hides@act.gov.au

## **Communications and Engagement**

### **Strategic Engagement**

#### **Research and Engagement Support Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 23047)**

Gazetted: 29 August 2018

Closing Date: 14 September 2018

Details: Are you an inquisitive person? Are you passionate about insights, research or contributing to evidence-based decision-making? Do you want to work in a stimulating and challenging environment? We have a great opportunity for you to join our Strategic Engagement team in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) to support the ACT Government's commitment to strengthening community engagement. The team is looking for someone who is highly organised, with strong administrative and communications skills, to support the development and administration of a new online insights community. You'll need to be comfortable liaising with colleagues at all levels across government to understand and deliver on their needs. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Strong written and oral communication skills are essential as is the ability to develop accurate reports and other briefing materials. The ability to be flexible, and solve problems as they arise will be key as you'll be part of developing this new capability for government. Strong computer skills are required including the use of Microsoft Excel and you should be prepared to learn new skills and develop knowledge in social and market research, and stakeholder engagement.

Note: This is a temporary position available for two years with the possibility of extension and/or permanency.

How to Apply: Applications should include a supporting statement of no more than two pages outlining ability, skills and experience against the Selection Criteria. Please also include details of at least two referees and a current Curriculum Vitae.

Contact Officer: David Briant (02) 6205 2402 david.briant@act.gov.au

**Economic and Financial Group**

**Financial Framework Management and Insurance**

**Insurance**

**Finance Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 33684)**

Gazetted: 27 August 2018

Closing Date: 10 September 2018

Details: Financial Framework Management and Insurance is seeking a Finance Officer to assist with the management, reporting and reconciliation of the financial affairs of insurance reporting entities for which the Branch has responsibility. At present the Branch is responsible for the Compulsory Third-Party Insurance Regulator and the Lifetime Care and Support Fund. The work includes assisting with the production of budgets, management reports, reporting to Treasury, annual financial statements, performance reporting, audit papers and other reports required under legislation and /or the Directorate. The accounting package used is Mind Your Own Business (MYOB). The Officer will be required to demonstrate financial book-keeping skills, including an ability to undertake accounts payable, accounts receivable, month-end functions and prepare financial statements. The successful applicant will have a proven capacity to organise priorities, meet deadlines, display initiative and flexibility and to work both independently and as a member of a small team. You will have demonstrated written and oral communication skills, including liaison skills. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Andrew Philip (02) 6207 0018 [andrew.philip@act.gov.au](mailto:andrew.philip@act.gov.au)

**Access Canberra**

**Workplace Protection**

**Worksafe Canberra**

**Manager – Workplace Safety Engagement Team - WorkSafe ACT**

**Workcover Manager C \$100,462 - \$108,140, Canberra (PN: 32662)**

Gazetted: 29 August 2018

Closing Date: 28 September 2018

Details: WorkSafe ACT is responsible for ensuring compliance by duty holders with legislation covering Workplace Safety, Workers Compensation, and Dangerous Substances. WorkSafe ACT achieves its objectives through a combination of inspections, education, investigation and legal enforcement. The duties of this position are to: Manage a team of authorised inspectors under the relevant legislation as a delegated officer; provide high level advice in accordance with relevant legislation including advising duty holders on requirements of the legislation and related technical issues; conduct work place inspections which could involve preparing briefs of evidence for court, the giving evidence at court and the collection of evidentiary material to the required standard; prepare reports/responses to incoming enquiries and complaints in accordance with procedures; promote health and safety awareness and practices within workplaces to minimise work related injuries; plan, develop and implement focus campaigns targeting reduction of workplace harm and injury through minimization strategies; participate in proactive and educative activities providing advice to ACT business, industry, clients and stakeholders; contribute to the development and achievement of targets and objectives of WorkSafe ACT Strategic/Business Plans and more broadly Access Canberra.

How to Apply: Applications addressing the Selection Criteria below are required by the closing date to [jobs@act.gov.au](mailto:jobs@act.gov.au). Strictly no more than one page response to each of the Selection Criteria.

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

Previous applicants to this position need to reapply.

Contact Officer: Robert Alford (02) 6205 4261 [robert.alford@act.gov.au](mailto:robert.alford@act.gov.au)

**Access Canberra**

**Office of the Deputy Director-General**

**Directorate Liaison Officer - Minister for Regulatory Services**

**Senior Officer Grade C/Senior Officer Grade B \$100,461 - \$133,197, Canberra (PN: 37935)**

Gazetted: 29 August 2018

Closing Date: 12 September 2018

Details: Are you a master Tetris player? Can you connect the dots and join the pieces to complete the puzzle? Can you spot the patterns and read between the lines? Can you provide directions to get your team across the finish line in a hard fought game of Capture the Flag?

Access Canberra is looking for a highly-motivated and collaborative Directorate Liaison Officer (DLO). The DLO is a key player in the Office of the Deputy Director-General, forging and maintaining strong links with the Ministers' Offices. As part of a high-performing team, you will be working every day to build an organisation for regulatory impact, connecting Government strategic priorities with the operational arms of the organisation.

The DLO provides a key link between the organisation and the Ministers' Offices by facilitating the flow of information and providing assistance and advice in matters relating to the work of Access Canberra, the ACT's Legislative Assembly and Cabinet. You will be exposed to a wide range of regulatory and compliance responsibilities, from flammable hackysacks to the release of helium balloons. You'll be burning up the phones and gazing in to crystal balls. Your attention to detail and excellent relationship management skills will set you up for success, in this role and beyond.

Our team believes in enabling creativity and innovation, and likes to bring a spirit of fun to everything we do. If you're looking for your next exciting challenge where no day is the same, then this is the role for you.

Note: This is a temporary position available for 12 months. This position will be filled at either the Senior Officer Grade B or Senior Officer Grade C level dependant on the skills and experience of the successful applicant.

How to Apply: Submit a short, punchy pitch outlining your greatest collaborative achievement of the last five years and how the skills you have developed will assist you in this role.

Contact Officer: Alex McPherson (02) 6207 4412 alex.mcpherson@act.gov.au or Kevin Bell (02) 6205 4007 kevin.bell@act.gov.au

**Community Services**

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

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

**Inclusion and Participation**

**Office for Disability**

**Team Leader Integrated Service Response Team**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 00421)**

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: The Office for Disability is seeking an experienced officer with an understanding of the principles of the National Disability Insurance Scheme (NDIS), and extensive experience in front line human service delivery, preferably supporting people with disability. This position will have key responsibility for the establishment of an Integrated Service Response Program which will provide emergency funding for vulnerable people with disability who have high and complex support needs and for people who may not be eligible for the NDIS due to residency or eligibility requirements. The program will also provide coordination support to the mainstream service system, acting as a point of contact and working closely with the National Disability Insurance Agency (NDIA).

Eligibility/Other Requirements: Demonstrated experience in front line human service delivery, preferably supporting people with disability. Desirable qualifications and experience but not essential: Tertiary qualifications in Human Services Discipline.

Note: This is a temporary position available until 30 June 2019. Selection may be based on application and referee reports only.

Contact Officer: Wendy Kipling (02) 6207 1444 wendy.kipling@act.gov.au

## **Education**

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

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

### **Business Services**

#### **Implementation Support Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41253)**

Gazetted: 29 August 2018

Closing Date: 5 September 2018

Details: An exciting opportunity exists to be part of a dynamic and innovative team supporting the implementation of the Education Directorate's Strategic Plan 2018-21: A Leading Learning Organisation. The Implementation Support Team will build strategic planning capabilities across the directorate by embedding and communicating the strategic plan, including through the directorate planning cycle; coordinate collaboration and partnerships with a focus on supporting integrated planning and delivery of strategic plan initiatives; and drive a learning culture through action learning and co-design. Positions will be filled on a rotational basis to draw on different experiences and expertise. The successful applicant will have well developed skills in collaboration, innovation and communication, and will be able to demonstrate respect and integrity in the workplace. Experience in co-design or action learning, and understanding the ACT Education Directorate processes and/or education system are also desirable.

Note: This is a temporary position available from 10 September 2018 until 28 June 2019.

Contact Officer: Nicole Moore (02) 6205 4999 [nicole.moore@act.gov.au](mailto:nicole.moore@act.gov.au)

### **School Performance and Improvement**

#### **Student Engagement**

#### **Inclusion and Engagement**

#### **Senior Manager Inclusion and Engagement**

#### **School Leader A \$150,276 - \$180,443, Canberra (PN: 35677)**

Gazetted: 23 August 2018

Closing Date: 11 September 2018

Details: Student Engagement is seeking an experienced and motivated educator and leader to fill the position of Senior Manager Inclusion and Engagement. The position is responsible for the strategic leadership of the Network Student Engagement Teams including the management of resources and accountability processes. The Senior Manager will drive the development, implementation, and evaluation of policy, processes and programs which align with the Strategic Plan and Future of Education strategy. The Senior Manager Inclusion and Engagement collaborates with and develops partnerships with a range of stakeholders and provides support and advice to colleagues and the Directorate executive. This position also provides professional leadership in aspects of inclusion and engagement to promote the overall educational welfare of students. The Senior Manager Inclusion and Engagement works collaboratively with the Senior Manager Policy and Projects and Senior Manager Clinical Practice under the direction of the Director Student Engagement and provides leadership to teams including senior teachers, senior officers and allied health professionals. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

Note: This is a temporary position available until 14 October 2019.

Contact Officer: Sam Seton (02) 6205 7029 [sam.seton@act.gov.au](mailto:sam.seton@act.gov.au)

**Deputy Principal School Improvement  
School Leader B \$136,828, Canberra (PN: 04020)**

Gazetted: 29 August 2018

Closing Date: 12 September 2018

Details: This is a Directorate level leadership role to deliver the key components of the strengthening Leadership Capability Plan. The successful applicant will have demonstrated: Proven effective instructional school leadership and leading of learning; Proven effective leading of school improvement processes and a good understanding of the NSIT; Knowledge of change management processes; Knowledge of adult learning principles; Deep pedagogical knowledge; Strong understanding of curriculum; Capacity to provide instructional capability development to leaders at all levels across a number of school sectors; Understanding of coaching and mentoring and professional learning communities as strategies to support capability development; Currency of knowledge of educational research and a proven written and oral communication and organisational skills. The role will work within a small team within the School Improvement branch.

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

Contact Officer: Sue Norton (02) 6205 9629 sue.norton@act.gov.au

**Deputy Principal School Improvement  
School Leader B \$136,828, Canberra (PN: 34468)**

Gazetted: 29 August 2018

Closing Date: 12 September 2018

Details: This is a Directorate level leadership role to deliver the key components of the strengthening Leadership Capability Plan. The successful applicant will have demonstrated: Proven effective instructional school leadership and leading of learning; Proven effective leading of school improvement processes and a good understanding of the NSIT; Knowledge of change management processes; Knowledge of adult learning principles; Deep pedagogical knowledge; Strong understanding of curriculum; Capacity to provide instructional capability development to leaders at all levels across a number of school sectors; Understanding of coaching and mentoring and professional learning communities as strategies to support capability development; Currency of knowledge of educational research and a proven written and oral communication and organisational skills. The role will work within a small team within the School Improvement branch.

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

Contact Officer: Sue Norton (02) 6205 9629 sue.norton@act.gov.au

**Business Services**

**Senior Implementation Support Officer  
Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41252)**

Gazetted: 29 August 2018

Closing Date: 5 September 2018

Details: An exciting opportunity exists to be part of a dynamic and innovative team supporting the implementation of the Education Directorate's Strategic Plan 2018-21: A Leading Learning Organisation. The Implementation Support Team will build strategic planning capabilities across the directorate by embedding and communicating the strategic plan, including through the directorate planning cycle; coordinate collaboration and partnerships with a focus on supporting integrated planning and delivery of strategic plan initiatives; and drive a learning culture through action learning and co-design. Positions will be filled on a rotational basis to draw on different experiences and expertise. The successful applicant will have highly developed skills in collaboration, innovation and communication, and will be able to demonstrate respect and integrity in the workplace. Experience in co-design or action learning, and understanding the ACT Education Directorate processes and/or education system are also desirable.

**Note:** This is a temporary position available from 10 September 2018 until 6 September 2019.

Contact Officer: Nicole Moore (02) 6205 4999 nicole.moore@act.gov.au



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

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

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

### **Planning Delivery Division**

#### **Director, Development Assessment**

**Executive Level 1.3 \$220,110 - \$229,398 depending on current superannuation arrangements, Canberra (PN: E1072)**

Gazetted: 24 August 2018

Closing Date: 7 September 2018

Details: The Environment, Planning and Sustainable Development Directorate is seeking to fill the role of Director, Development Assessment.

The Director will assist the Executive Director in leading the Planning Delivery Division. The Division provides high quality and value services across government and the community in the areas of:

Merit Assessment and Deed Management;

Impact Assessment;

Leasing;

Office of the Surveyor General; and

Planning Support.

The Development Assessment Team is responsible for assessing development applications, assisting the ACT Civil and Administrative Tribunal in its review of decisions and supporting operational planning functions. This position is also responsible for leading a positive culture, and enhancing collaboration across business areas to continuously improve quality and efficiencies whilst maintaining sound governance and risk management behaviours across the Directorate. If this is a role that interests you please send a two page pitch demonstrating your capabilities relevant to the position.

**Remuneration:** The position attracts a remuneration package ranging from \$220,110 to \$229,398 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$168,878.

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

**Contact Officer:** Further information about the position is available from Brett Phillips,

[brett.phillips@act.gov.au](mailto:brett.phillips@act.gov.au) (02) 6207 3520

### **Sustainability and the Build Environment**

#### **Urban Renewal**

#### **Asbestos Response Taskforce**

#### **Project Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35068)**

Gazetted: 23 August 2018

Closing Date: 6 September 2018

Details: The Asbestos Response Taskforce within the Urban Renewal Branch of the Environment, Planning and Sustainable Development Directorate is seeking interest from suitably qualified applicants for the temporary vacancy of Project Officer. This position is responsible for coordinating all Development Applications required for the demolition, and possibly rebuild, of complex properties under the Loose Fill Asbestos Insulation Eradication Scheme. Key functions include managing external service providers, preparing and quality assuring Development Application documents, resolving complexities relating to Development Approvals and leasing issues.

Note: This is a temporary position available until December 2020 with the possibility of extension. Selection may be based on application and referee reports only. Full time, part-time and job sharing will be considered.

Contact Officer: Lynette Marsh (02) 6205 8592 [lynette.marsh@act.gov.au](mailto:lynette.marsh@act.gov.au)

## **Environment**

### **Parks and Conservation Services**

#### **Parks and Partnerships**

##### **Operations Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 15656)**

Gazetted: 27 August 2018

Closing Date: 12 September 2018

Details: The ACT Parks and Conservation Service is seeking an exceptional leader to undertake the role of Operations Manager for our Parks and Reserves. We are seeking a highly motivated self-driven senior professional officer to lead a team of Area Managers and provide direction and coordination in implementing a range of natural and cultural resource management policies and programs, asset protection and landscape refurbishment activities. This Operations Manager will sit within the ACT Parks and Conservation Service which is responsible for the day-to-day management of the ACT reserves, rural lands and public land, as well as liaison with rural and broad acre lessees in the management of their leases.

Eligibility/Other Requirements: This position is classified as a Designated Fire Position under the Collective Agreement. Applicants must be willing and physically capable to undertake incident management duties, including participation in fire standby, fire suppression and fire training, work at any location throughout the reserve estate. Relevant Tertiary qualifications in Natural and Cultural Resource Management/Park Management are highly desirable.

Note: An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Stuart Jeffress (02) 6207 8082 [stuart.jeffress@act.gov.au](mailto:stuart.jeffress@act.gov.au)

## **Health**

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

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

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

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

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

##### **Dental Health Program**

##### **Dentist**

##### **Dentist \$138,078, Canberra (PN: 35710)**

Gazetted: 30 August 2018

Closing Date:

Overview of the work area and position: The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra. Some out of hours work including the treatment of emergency patients by roster. Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Possession of a recognised Degree in Dental Surgery or Bachelor in Dental Science. Desirable: Considerable experience in and knowledge of current dental procedures and the ability to supervise clinical staff is highly desirable. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Sanja Fokas (02) 6205 0975 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 4, 4 Bowes Street PHILLIP ACT 2605

## **Innovation**

### **Health Services Program**

#### **Building Health Services Program**

##### **Senior Manager**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 38834)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Building Health Services Program (BHSP) has been established to deliver on the planning, design and delivery of the Government's priority infrastructure projects, including: The Surgical Procedures, Interventional Radiology and Emergency (SPIRE) Centre; the expansion of the Centenary Hospital for Women and Children; The Bruce General Hospital Services Scoping Study; Canberra Hospital Northern Car park; and a number of community health infrastructure projects. This position will work closely with project teams, clinical and corporate stakeholders and Strategic Finance to provide project management advice and support, ensuring timely delivery of advice and analysis in relation to BHSP projects. Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Project Management, Economics, Commerce or Finance. Desirable: Five years previous experience in a complex Project Management or Procurement environment; demonstrated knowledge and understanding of contemporary healthcare funding arrangements. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of two years with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Sallyanne Pini (02) 6205 4689 sallyanne.pini@act.gov.au

## **Corporate**

### **Digital Solutions Division**

#### **Chief Information Security Officer**

#### **Senior Information Technology Officer Grade A \$137,415, Canberra (PN: 41235)**

Gazetted: 30 August 2018

Closing Date: 27 September 2018

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 the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The Corporate Group provides a range of corporate and strategic support to clinical service areas in the operational areas of financial management, human resources, procurement, facilities management and business services. This extends to: maintaining critical physical and technological infrastructure for public hospitals and health services; providing financial and business support services; collating, organising and transforming into information that is communicated to internal and external stakeholders and providing communications and stakeholder engagement support. Led by a Deputy Director-General, the Corporate Group includes the following functional areas: Audit, Risk and Compliance; Business Support Services; Communications; Digital Solutions Division; Health Infrastructure Services; Health Services Program; People and Culture; Performance, Reporting and Data. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy. Management of technology services and coordination of technology projects. Management of the relationship and services delivery by Health Directorate technology vendors. Development, implementation and maintenance of technology policies and procedures. Ensuring Health Directorate information security. Overview of the work area and position: The Chief Information Security Officer

(CISO) is responsible for establishing and maintaining the vision, strategy and program to ensure that information assets and technology is protected in collaboration with the ACT Government CISO and Health's Agency Security Adviser.

Eligibility/Other Requirements: Professional qualification(s) in ICT security management. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. This is a Security Assessed Position, NV1 (Secret)

Contact Officer: Peter McNiven (02) 6205 3852 peter.mcniven@act.gov.au

## **Corporate**

### **Digital Solutions Division**

#### **Chief Nursing Information Officer, Office of the Chief Information Officer**

#### **Registered Nurse Level 4.3 \$130,586, Canberra (PN: 41138)**

Gazetted: 30 August 2018

Closing Date: 27 September 2018

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 the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following areas: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy. Management of technology services and coordination of technology projects. Management of the relationship and services delivery by Health Directorate technology vendors. Development, implementation and maintenance of technology policies and procedures. Ensuring Health Directorate information security. Overview of the work area and position: The Chief Nursing Information Officer (CNIO) serves as an advocate for the use of technology in the clinical setting, engages and builds strong relationships with nurses and midwives, represents their needs and fosters consensus at all levels to support the delivery of digitally enabled clinical services and the ACT Health Digital Health Strategy.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Contact Officer: Peter O'Halloran (02) 6205 1100 peter.o'halloran@act.gov.au

## **Corporate**

### **Digital Solutions**

#### **Health-E Future Capital Clinical Lead Change Manager Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 32389, several)**

**Closing Date: 13 September 2018**

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and services

delivery by Health Directorate technology vendors; development, implementation and maintenance of technology policies and procedures; ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organised into two streams - Governance and Future Capability. The Governance Hub is responsible for: Enterprise and solution architecture across ACT Health. The Hub defines, maintains and enforces agreed architectural principles and standards to ensure technology solutions align with the Digital Health Strategy; Project, Program and Portfolio Management. The Hub defines, maintains and monitors compliance against frameworks, guidelines and tools to support the delivery of new technology capabilities. It also provides independent oversight of the delivery of new technology capabilities; analysis and assessment of proposed technology investments and makes recommendations to the Chief Information Officer and the ACT Health Technology Strategy Committee in relation to technology investment; ensuring that changes released into the ACT Health environment are fit for use, fit for purpose, and support business objectives; alignment of ACT Health's activities with the broader national digital health agenda; development and management of the Divisional budget and oversight of all technology spending by the Directorate. The Future Capability Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate.

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

Notes: There are several temporary position available for a period of up to two years with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Jamie Isaacson (02) 6205 1100 [jamie.isaacson@act.gov.au](mailto:jamie.isaacson@act.gov.au)

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Medical Physics and Radiation Engineering**

##### **Radiation Oncology Medical Physicist**

##### **Medical Physics Specialist \$98,410 - \$136,681, Canberra (PN: 24886)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

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physics; teletherapy physics; molecular and nuclear medicine physics; radiology physics; radiation engineering; and mould room manufacturing.

Eligibility/Other Requirements: Mandatory: Be registered, or eligible for registration with the Australasian College of Medical Physicists and Engineers in Medicine (ACPSEM) on the ACPSEM Register of Qualified Medical Physics Specialists in Radiation Oncology Medical Physics. Higher degree (M. Sc. or higher) majoring in physics. Current driver's licence. Desirable: Hold certification from the ACPSEM, or equivalent, in one or more specialties of medical physics, preferably in Radiation Oncology Medical Physics. Experience working in medical physics in a clinical environment. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Contact Officer: Ben Cooper (02) 6174 5300 ben.cooper@act.gov.au

## **Canberra Hospital and Health Services**

### **Women, Youth and Children**

#### **Maternity and Gynaecology Outpatient's Department**

##### **Early Pregnancy Assessment Unit**

##### **Registered Midwife Level 2 \$88,249 - \$93,533, Canberra (PN: 19761)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

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We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Maternity and Gynaecology

You will work with under graduate and post graduate midwives and nurses, allied health and medical students who are studying to gain qualifications, and we greatly value our strong links with the ANU Medical School, Australian Catholic University, Charles Sturt University and the University of Canberra.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife. Desirable: Sound understanding and previous experience providing clinical assessments and triaging written and/or telephone referrals.

Please note 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 processes against specified infectious diseases.

Contact Officer: Julianne Nissen (02) 6174 7368 julianne.nissen@act.gov.au

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

**Veteran's Liaison Officer**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 11095)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

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Contact Officer: Merja Keski-Nummi 0434674442 merja.keski-nummi@act.gov.au

**Canberra Hospital and Health Services**

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

**Justice Health Services – Forensic Mental Health Services**

**Senior Psychologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25987, several)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with five distinguishable yet integrated service components as follows: FMHS Community Outreach Service (FCOS); FMHS Court Assessment and Liaison (FCAL); FMHS at Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC) and Fixed Threat Assessment Team (FTAT). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, with minimal supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake

professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements: Mandatory qualifications: Be registered or be eligible for general registration with Psychology Board of Australia. Minimum of three years (ideal five years) post qualification. Desirable: Current driver's licence. Approved or eligible for approval as a Psychology Board of Australia Supervisor for 4+2 interns and/or Higher Degree Students. Please note 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. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

**Canberra Hospital and Health Services**  
**Cancer, Ambulatory and Community Health Support**  
**Cancer Allied Health**  
**Clinical Psychologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 32633)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

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. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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 Cancer, Ambulatory and Community Health Division is responsible for the care and support of patients who have cancer. Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 4A and Ward 14B at the Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre (CRCC). Patient-centered care is provided by teams working in an integrative and collaborative manner across services to support patients, carers and families with safe and high quality services. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services. Community-based cancer counselling services are also provided at Belconnen Health Centre and Phillip



Health Centre. Under the direction of the Manager, Cancer Psychosocial Service, the Psychologist is responsible for promoting positive client outcomes through the provision of high quality counselling, assessment, health promotion and education interventions as part of a multidisciplinary team. The Psychologist is required to have an understanding of issues relating to oncology and the impact of cancer on a person and their family/carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling and will demonstrate a commitment to working within an Inter-professional environment.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for general registration) as a Psychologist with Australian Health Practitioner Regulation Agency (AHPRA); minimum of three years clinical experience post qualification and a current driver's licence. Desirable: Approved (or eligible for approval) as a Supervisor and/or Secondary Supervisor for 4 +2 Internship Programs by the Psychology Board of Australia, incl. Higher Degree Students; area of Practice Endorsement e.g. Clinical Psychology, Health Psychology or Counselling Psychology. 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 22:05 hours per week and the full-time salary noted above will be paid pro-rata. This position will be based at the CRCC one day a week and at the Belconnen Community Health Centre two days a week. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Brian Lawless (02) 6174 8540 [brian.c.lawless@act.gov.au](mailto:brian.c.lawless@act.gov.au)

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

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

#### **Adult Community Mental Health Services**

#### **Psychology, Social Work, Occupational Therapy**

#### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 22358)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

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 the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for Canberra Hospital and Health Services (CHHS) which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. CHHS provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health 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, 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: 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) and Rehabilitation and Specialty Mental Health Services (RSMHS). Overview of the work area and position: The exciting

role of Early Response Clinician with the Mental Health Community Policing Initiative (MHCPI) will conduct crisis intervention, complex risk assessment, clinical treatment and referral for young people, under 18 years of age, presenting in crisis to police and ambulance services. Early response clinicians exercise a high degree of independent judgment within the bounds of their scope of practice, ACT Health policy and procedure. The successful candidate will also need a strong ability to develop operational and clinical protocols and work in a collaborative manner with Police, Ambulance and Child and Adolescent Mental Health Services. The position reports to a clinical lead who is based on site. This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia. Minimum of three years (ideal five years) post qualification. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work. Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW). Minimum of three years (ideal five years) post qualification. For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia. Eligibility for professional membership of Occupational Therapy Australia. Minimum of three years (ideal five years) post qualification. Desirable: Experience in working with children and young people. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check including baseline security vetting. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing requirements for allied health professionals.

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

Contact Officer: Catherine Furner (02) 6205 1756 catherine.furner@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Acute Support**

#### **Social Worker**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 08433)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

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 Social Work Service provides leadership in psychosocial care of patients and their families or carers. Services include crisis support, assessment and identification of issues and concerns, problem solving, counselling and linkage with specialist services, access to resources, discharge planning and advocacy. An exciting opportunity exists for highly experienced social workers to join the After-hours Social Work team to deliver specialist social work services across The Canberra Hospital campus. The After-Hours Social Work service provides psychosocial assessment and interventions for patients, their family and carers who are experiencing a crisis or change in circumstance which impact their safety or immediate wellbeing. Suitable candidates will demonstrate proven experience in crisis interventions including child protection, domestic/family violence, substance use, mental illness and deteriorating health. The After-Hour Social Worker, works as a solo practitioner with on-call supervision from a senior social worker. Formal individual and peer clinical supervision and informal supervision/debriefing is provided. This position is required to work outside normal business hours including evenings, weekends and public holidays. Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work. Current membership or eligibility for membership of the Australian Association of Social Workers. Current driver's licence. Desirable: Previous hospital experience. A minimum of three years (desirable five years) experience post qualification in Social Work. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial

credentialing is completed following a pre-offer for a position, prior to any appointment being made. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: These are casual positions required to work outside normal business hours including evenings, weekends and public holidays. Remuneration and entitlements are provided in accordance with the ACT Public Sector Health Professional Enterprise Agreement

Contact Officer: Fiona Holihan (02) 6244 2316 fiona.holihan@act.gov.au

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

#### **Medicine**

#### **Medical**

#### **Personal Assistant**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 13141)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

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

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

Contact Officer: Jean Robertson (02) 6244 3659 jean.i.robertson@act.gov.au

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

#### **Cancer, Ambulatory and Community Health Support**

#### **Community Health Centres**

#### **Health Centre Service Coordinator**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 24273)**

Gazetted: 30 August 2018

Closing Date: 13 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The

hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, transcription and community health centre management. Overview of the work area and position: This position is a coordinator role and overseas administration staff in the Health Centres and the Walk-In Centres. This role also supports the building and works closely with clinical services. The applicant will be expected to build and maintain relationships, work as part of a team of coordinators and prioritise work to meet deadlines. This person will also need to have the ability to provide high quality, consistent customer service. This position is under the direction of the Administration Manager for Community Health Centres and the broader direction of the Operations Manager. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment. Eligibility/Other Requirements: Desirable: Working towards or hold a Certificate in Management, Customer Service, Medical Terminology or another relevant field is desirable; hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Notes: An order of merit list may be established to fill future vacancies at level over the next 12 months. Contact Officer: Steve Sculac (02) 6207 4519 [steve.sculac@act.gov.au](mailto:steve.sculac@act.gov.au)

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Women, Youth and Children Operational**

**Genetics Administration Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 40692)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health division of Women Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and Health Services, Community Health Centres, clients homes, schools and Child and Family Centres. Overview of the work area and position: The ACT Genetic Service is a clinical genetics service provided through ACT Health and based at the Canberra Hospital in the WYC division. We provide genetic counselling to families and individuals with a range of genetic conditions including cancer, paediatric, prenatal, cardiology and neurology. Under broad direction, you will play a key role in providing administrative and general office support to the ACT Genetics Service with duties including booking appointments, referral management, screening telephone calls, filing and data entry.

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

Contact Officer: Melissa Warylo (02) 6174 7491 [melissa.warylo@act.gov.au](mailto:melissa.warylo@act.gov.au)

**Canberra Hospital and Health Services**

**University of Canberra Hospital**

**Centre for Rehabilitation**

**Occupational Therapist**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 25999)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health 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.

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, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Occupational Therapists are responsible for providing day to day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes. Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians and other Allied Health Assistants.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Occupational Therapy. Registered (or eligible for registration) with the Occupational Therapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA). Current driver's licence. Please note 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 processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Highly desirable: Previous experience working in the rehabilitation and aged-care sector.

Note: This position(s) maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Jane Lawrence (02) 6207 0658 jane.lawrence@act.gov.au

**Canberra Hospital and Health Services**

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

**Adult Mental Health Services**

**Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 37432)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They

were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. MHJHADS works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. MHJHADS delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality 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: The Adult Mental Health Unit (AMHU) is a 40 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the person, their carers and other key services. Mental Health Short Stay Unit (MHSSU) is a low dependency six bed inpatient unit in the Emergency Department for people requiring extended mental health assessment and/or treatment initiation. The Allied Health Assistant (AHA) will provide assistance and support to the allied Health team in the delivery of allied health services to consumers, under the supervision of an allied health professional. The AHA does not make clinical assessment or clinical judgment in this role; however they will be expected to recognise a change in consumer function and status and the possible impact on the planned program. Under supervision of an allied health professional staff, the AHA will: Work flexibly and effectively as part of the allied health team, providing support to all members of the allied health team and the wider multi-disciplinary team within scope of practice and training of the individual; under supervision of the allied health team, coordinate assistance regarding access to relevant services and supports; participate and help run the clinical group therapy programs; supply and screen for appropriate appliances/preparations/referrals to people receiving care within the AMHU/MHSSU under direction from the supervising allied health professional and within the scope of practice and training of the individual; support the discharge planning process; assist with the ongoing maintenance of allied health equipment. All MHJHADS staff are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification); current driver's licence; a minimum of 24 months experience in a related/relevant organisation/service. Desirable: Experience working with people with a mental illness or disorder. 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Roz Fitzgerald (02) 6174 5401 roz.fitzgerald@act.gov.au

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

#### **Rehabilitation, Aged and Community Care**

#### **RACC Executive**

#### **Administration Service Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 17921)**

Gazetted: 30 August 2018

Closing Date: 6 September 2018

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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration, and integrity. ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Hospital (UCH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work

collaboratively with patients, their carers and other services within and external to ACT Health. Overview of the Work Area and Position: The RACC Administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high quality customer service and patient care. This position will be located at the Canberra Hospital providing support to Geriatric Outpatients and the Rapid Assessment of the Deteriorating Aged at Risk (RADAR) team.

Eligibility/Other Requirements: Previous experience in a health administration/office management position or certificate in Business Administration (Medical) is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and obtain a Certificate of Compliance from the Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes.

Note: This is a temporary position available for 13 months.

Contact Officer: Lydia Thomas (02) 6174 8303 [lydia.m.thomas@act.gov.au](mailto:lydia.m.thomas@act.gov.au)

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

#### **University of Canberra Hospital**

#### **Administration Customer Service Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 16498)**

Gazetted: 30 August 2018

Closing Date: 09 September 2018

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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration, and integrity. A number of RACC services work collaboratively with patients, their carers and other services within and external to ACT Health. Overview of the Work Area and Position: The University of Canberra Hospital (UCH) open in July 2018. UCH is a 140 bed sub- acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient rehabilitation services. UCH operates under integrated facility wide administration model delivering administration support to RACC services including reception, booking, scheduling, referral management, ward support and general office administration duties. Under the direction of the RACC Office Manager, the Customer Service Officer is responsible for the provision of administrative support and customer service functions to support the effective and efficient delivery of RACC services. Customer Service Officers report directly to the RACC Office Manager and to the respective Clinical Lead for any clinical matters. Customer Service Officers will be required to work in both the Inpatient and Ambulatory Services administration teams. Customer Service Officers may be required to work rotating shifts including weekends, evenings and public holidays.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from Occupational Medicine Unit (OMU) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a part-time temporary position available for 12 months at 10 hours per week, Saturday and Sunday 7:00am to 1:00pm. The salary noted will be paid pro rata.

Contact Officer: Lydia Thomas (02) 6174 8303 [lydia.m.thomas@act.gov.au](mailto:lydia.m.thomas@act.gov.au)

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Dental Health Program**

**Dental Assistant - Qualified**

**Dental Assistant - Qualified \$52,996 - \$61,965, Canberra (PN: 25865, several)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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. The Dental Health Program is in the division of Surgery, Oral Health and Imaging and offers a range of dental services to the community, these include: Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school; young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card; adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card. Overview of the work area and position: The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra.

Eligibility/Other Requirements: Mandatory: Certificate III in Dental assisting or equivalent as per relevant enterprise agreement. Desirable: Current driver's licence; Certificate IV in Dental assisting or equivalent as per relevant enterprise agreement. 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, (OMU).

Notes: There are several temporary positions available for a period of six months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only. Some out of hours work may be required including the treatment of emergency patients by roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Donna Butcher (02) 6205 9820 donna.butcher@act.gov.au

**Deputy Director General Corporate**

**Business Support Services**

**Client Services, Security and Emergency**

**Client Services Officer**

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 25142, several)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

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 the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic



priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The Corporate Group provides a range of corporate and strategic support to clinical service areas in the operational areas of financial management, human resources, procurement, facilities management and business services. This extends to: maintaining critical physical and technological infrastructure for public hospitals and health services; providing financial and business support services; collating, organising and transforming into information that is communicated to internal and external stakeholders; providing communications and stakeholder engagement support. Led by a Deputy Director-General, the Corporate Group includes the following functional areas: Audit, Risk and Compliance; Business Support Services; Communications; Digital Solutions Division; Health Infrastructure Services; Health Services Program; People and Culture and Performance, Reporting and Data. Overview of the work area and position: Client Services Security and Emergency is a section of Business Support Services Branch. Business Support Services is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. Business Support Services provides a wide range of essential non-clinical operational services including, Strategic Accommodation, security services, sterilising services, Procurement, food services, fleet services, Administrative records management, switch board, mail services and the delivery of volunteer programs. In addition, there a number of compliance related activities that are embedded within the Branch. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. Under general direction of the relevant business unit Manager/Supervisor, the Client Services Officer provides exceptional customer service, incorporating our core values, Care, Collaboration, Excellent and Integrity, for Client Services business units.

Eligibility/Other Requirements: Desirable: Experience in a health care setting. Previous experience as part of a team in a high demand environment and possessing a positive approach to work. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: These are temporary positions available until 30 November 2018 with the possibility of extension and/or permanency. The Client Service Officer is required to work shift work as some business units operate 7 days a week with rotating shifts, including weekend work, based at various locations. New employees commence as an Administrative Service Officer Grade 2, then can apply to be assessed as competent to be paid as an Administrative Service Officer Grade 3 after 12 months full-time equivalent employment.

Contact Officer: Eleanor Fogarty or Isabel Massey (02) 6244 2358 [eleanor.a.fogarty@act.gov.au](mailto:eleanor.a.fogarty@act.gov.au) or [isabel.massey@act.gov.au](mailto:isabel.massey@act.gov.au)

## **Canberra Hospital and Health Services**

### **Surgery and Oral Health**

#### **Dental Health Program**

#### **Dental Assistant - Unqualified \$44,468, Canberra (PN: 25871, several)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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. The Dental Health Program is in the division of Surgery, Oral Health and Imaging and offers a range of

dental services to the community, these include: Child and Youth dental services to all children under the age of 14 years who live in or attend an ACT school; Young people under the age of 18 with access to a Centrelink-issued Pension Concession or Health Care Card; Adult dental services for ACT residents who are the primary holder of a Centrelink-issued Pension Concession or Health Care Card. Overview of the work area and position: The ACT Dental Health Program provides oral health services to eligible adults and children within a multidisciplinary healthcare team across various locations in Canberra.

Eligibility/Other Requirements: Mandatory: Minimum of three years' experience; enrolled or enrolling to complete the Certificate III in Dental Assisting. Desirable: 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, (OMU).

Notes: There are several temporary positions available for a period of six months with the possibility of extension. Selection maybe based on application and referee reports only. Some out of hours work may be required including the treatment of emergency patients by roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Donna Butcher (02) 6205 9820 donna.butcher@act.gov.au

## **Corporate**

### **Digital Solutions**

#### **Future Capability and Governance**

##### **Senior Project Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36670, several)**

Gazetted: 30 August 2018

Closing Date: 20 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and services delivery by Health Directorate technology vendors; development, implementation and maintenance of technology policies and procedures; ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organised into two streams - Governance and Future Capability. The Governance Hub is responsible for: Enterprise and solution architecture across ACT Health. The Hub defines, maintains and enforces agreed architectural principles and standards to ensure technology solutions align with the Digital Health Strategy; Project, Program and Portfolio Management. The Hub defines, maintains and monitors compliance against frameworks, guidelines and tools to support the delivery of new technology capabilities. It also provides independent oversight of the delivery of new technology capabilities; analysis and assessment of proposed technology investments and makes recommendations to the Chief Information Officer and the ACT Health Technology Strategy Committee in relation to technology investment; ensuring that changes released into the ACT Health environment are fit for use, fit for purpose, and support business objectives; alignment of ACT Health's activities with the broader national digital health agenda; development and management of the Divisional budget and oversight of all technology spending by the Directorate. The Future Capability Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate; under the broad direction of the Executive, the Project Manager role is responsible for the provision of high level project management advice and the delivery of significant projects in line with the Project Management Office's (PMO) framework and DSD's processes.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Project Management. Desirable: Previous experience managing and delivering projects within a healthcare setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Notes: There are several temporary positions available for a period of up to two years with the possibility of extension. An order of merit list may be established to fill future vacancies at level over the next 12 months. Contact Officer: Jamie Isaacson (02) 6205 1100 jamie.isaacson@act.gov.au

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Pharmacy Services**

#### **Pharmacist in Charge – University of Canberra Hospital**

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

Gazetted: 30 August 2018

Closing Date: 13 September 2018

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 the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health 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. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering and Nursing Operational Support. Overview of the work area and position: The University of Canberra Hospital (UCH) Pharmacy falls under the umbrella of Canberra Hospital and Health Services (CHHS) Pharmacy Department. CHHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The UCH is a purpose built rehabilitation hospital with 140 beds (rehab and mental health rehab), and a number of day programs. The UCH operates with a supported self-managed medication model of care. The position holder will also integrate into the CHHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call. You could be needed to work across multiple CHHS sites

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

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

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Pharmacy - TCH**

**Lead Pharmacist Cancer Ambulatory and Community Health Support**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 24088)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

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 the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health 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. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering and Nursing Operational Support. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services.

The pharmacy team charter is *"Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community"*. Under the broad direction of the Deputy Director of Pharmacy (Clinical), the Lead Pharmacist for Cancer Ambulatory and Community Health Support (CACHS) will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service. The responsibility of this position is to provide leadership, management, and coordination of the clinical pharmacy services to the CACHS areas. This position will also include advanced clinical, education, research and quality improvement roles. The position holder will also integrate into the CHHS Pharmacy team and will provide a range of pharmacy services on weekends, after hours and public holidays as rostered, including on call.

Eligibility/Other Requirements: Be registered (or be eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research, or experience deemed equivalent (supported by the development of an Advance Pharmacist Practice Portfolio). Significant experience of working within the area of haematology/oncology. Please note prior to commencement successful candidates may be required to: Undergo a pre-employment Police check. Comply with ACT Health credentialing for Allied Health professionals. Provide a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Highly Desirable: The Society of Hospital Pharmacist of Australia (SHPA) membership. Membership linked to the area of specialty (e.g. Clinical Oncology Society of Australia (COSA), ISOP, HOPA etc.). Research experience and/or publication in peer reviewed journals. Project management and management experience. Current driver's licence.

Contact Officer: Hamed Lane (02) 6244 4624 hamed.lane@act.gov.au

**Canberra Hospital and Health Services**

**Cancer, Ambulatory and Community Health Support**

**Walk-in Centre Belconnen**

**Advanced Practice Physiotherapist**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 16056)**

Gazetted: 30 August 2018

Closing Date: 13 September 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for CHHS is to ensure the delivery of ACT Health's Territory Wides Services Framework, the ACT Health Quality Strategy and government priorities. 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: An opportunity exists for an experienced Physiotherapist with primary care and/or emergency department experience to join the team of nurses in the Walk-in Centre in the ACT. A temporary full-time vacancy currently exists in the Belconnen Walk-in Centre. The Walk-in Centre is an initiative of the ACT Government with the aim of providing timely and convenient access to primary care to the Canberra Community. It has been a well received and supported service to the community of the ACT for the last seven years. The Walk-in Centres are located within Belconnen and Tuggeranong Health Centres. The Division of CACHS is looking to expand the services offered by the Walk-in Centre's existing nursing team through the addition of a Physiotherapist. The role of the HPO4 Physiotherapist is to work within their scope of practice to provide, episodic, timely, expert health care and education to clients presenting to the Belconnen Walk-in Centre with a musculoskeletal presentation. It will be expected that the HPO4 Physiotherapists within the walk-in Centres will be able to provide initial assessment, diagnosis and treatment for acute musculoskeletal injuries and presentations which may include, simple fractures, spinal pain, sprains and strains. The HPO4 Physiotherapist will contribute to service development and evaluation of this pilot program within the Walk-In-Centre. This position will also support inter-professional education for the whole team. The HPO4 Physiotherapists will report directly to the Walk-in Centre Clinical Nurse Consultant, with clinical and professional support provided by the Extended Scope Physiotherapists with in the Division of Medicine. The successful candidate for this position will also be expected to work one day per week at the Canberra Hospital Emergency Department as part of the musculoskeletal physiotherapy team. Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Highly Desirable: Previous experience in Physiotherapy Primary Care role. Minimum of five years clinical experience post entry level qualifications. Minimum of three years' experience in relevant specialist area. Masters level qualification in relevant health field and agreement to commence the Advanced Practice Training program including external coursework. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health credentialing requirements for allied health professionals (if relevant). 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 a period of 12 months. You may be required to work outside of normal business hours and participate in an overtime roster. Contact Officer: Cassandra Beaumont (02) 6205 4926 [cassandra.beaumont@act.gov.au](mailto:cassandra.beaumont@act.gov.au)

### **Justice and Community Safety**

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

**Legislation, Policy and Programs  
Justice, Planning and Safety Programs  
Warrumbul Circle Sentencing Court**

### **Warrumbul Circle Sentencing Court Coordinator**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 41083)**

Gazetted: 29 August 2018

Closing Date: 14 September 2018

Details: The Justice, Planning and Safety Programs Unit is seeking a committed Court Coordinator for the Warrumbul Circle Sentencing Court. The Warrumbul Circle Sentencing Court is a new court which will provide culturally appropriate sentencing options in the ACT Children's Court for Aboriginal and Torres Strait Islander Children and Young People. The successful applicant will coordinate and manage the administrative duties of Warrumbul Circle Sentencing Court by providing administrative support, data processing, statistical reporting, preparing correspondence and processing panel member reimbursements. The role includes a degree of liaison with young people and their legal representatives, family and/or support people as well as external stakeholders. A focus of the role is to actively promote, participate and contribute to Aboriginal and Torres Strait Islander specific projects undertaken by the Justice and Community Safety (JACS) Legislation, Policy and Programs Branch; Community Services Directorate (CSD) Youth and Families Services and the Courts. 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 this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Note: This temporary position is available until 28 June 2019.

Contact Officer: David Witham (02) 6207 5911 david.witham@act.gov.au

### **ACT Corrective Services**

#### **Custodial Operations**

##### **Dog Handler**

#### **Correctional Officer Class 1 \$60,694 - \$72,377, Canberra (PN: 11359)**

Gazetted: 27 August 2018

Closing Date: 12 September 2018

Details: ACT Corrective Services (ACTCS) is looking for a suitably qualified person with demonstrated life experience, personal integrity, self-confidence and exceptional communication skills to become a Dog Handler (Correctional Officer Class 1), at the Alexander Maconochie Centre. Dog handlers are responsible for the deployment of detector dogs and for managing the health and wellbeing of the dogs in all operational and environmental conditions. The successful applicant will maintain security, detection and barrier control activities within a custodial facility and provide reports and recommendations for actions based on findings, including search operations within custodial Units and service and industrial areas. You will also be required to monitor detainee communications to identify potential contraband introductions. In addition, you will be required to liaise and work collaboratively with the Security Team and Intelligence Unit to develop strategies for the reduction of drug/contraband introduction to the prison. To be successful, you will demonstrate an interest in community safety, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds.

Eligibility/Other Requirements: Certificate III in Correctional Practice (Custodial) must be held or able to be attained within 12 months of date of entry to service. Ability to meet physical/endurance requirements (successful applicants will be required to undergo a physical fitness assessment) for the position. A Doctor's certificate will be required to complete physical requirements. Completion of mandatory 16 week Dog Handler Training Course and refresher/ongoing training as required. Current unrestricted driver's licence and Senior First Aid Certificate are essential requirements. Applicants will be required to house an ACTCS vehicle and an ACTCS dog in a secure yard. Eligible applicants will be required to undergo pre-employment psychological testing and medical testing and a Police Record check. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

How to Apply: To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified Selection Criteria; (3) a current Curriculum Vitae; (4) the names and contact details of two referees (one should be a current Supervisor/Manager); and (5) a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Tim Rust (02) 6205 3932 tim.rust@act.gov.au

## Transport Canberra and City Services

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

### **City Services**

#### **City Presentation**

#### **Better Suburbs Program**

#### **Program Coordinator**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 27169)**

Gazetted: 23 August 2018

Closing Date: 30 August 2018

Details: City Services is seeking the services of a motivated, experienced administrative officer to support the Better Suburbs team during the implementation and reform phase of the Better Suburbs Program. The Better Suburbs team has been in existence for a year. It has recently facilitated the development of a Better Suburbs Statement, which defines a future vision for city servicing and servicing priorities for the next four years. To achieve this, the team undertook extensive community consultation activity and hosted a Citizen's Forum, where the Statement content was written directly by a group of Canberra citizens. This role will support this small dynamic team to embark on the next phase of the program, where it will be focused on planning for and guiding the reforms that will deliver upon the expectations identified in the Statement. Your responsibility, amongst other things, will include co-ordinating team activities, implementing administrative systems and processes and monitoring and tracking program deadlines. You will draft social media and other communications for the Program, contribute to Program reporting and manage the Program records. You will also be involved in community building activities, where the team engage with community members to gain insight, co-design policies and practices, and share knowledge. If you have an interest in city services and community engagement practices, the Better Suburbs Program is for you. If you are an excellent communicator and a great organiser, with a passion for fast paced project work, City Services want to hear from you. 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 a disability, to apply.

Note: This is a temporary position available for up to 6 months, with a possibility of extension. Selection may be based on application and referee reports only

How to Apply: Interested persons should submit an Expression of Interest (max three pages) that responds to the Selection Criteria.

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

### **Transport Canberra**

#### **Light Rail**

#### **Operations**

#### **Commercial and Contract Manager**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 41124)**

Gazetted: 27 August 2018

Closing Date: 19 September 2018

Details: Applications are sought for an experienced, motivated, innovative and skilled professional to fill the role of Commercial and Contract Manager in the Light Rail Operations team. The Commercial and Contract Manager in the Light Rail Operations team is responsible for ensuring contractual requirements of the light rail operator and the ACT Government are satisfied for the operating light rail system. The Manager will support the Director, Light Rail Operations through the provision of advice on contractual and financial elements of light rail operations and preparing reports that reflect these outcomes.

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

Contact Officer: Shelly Fraser (02) 6207 9020 [shelly.fraser@act.gov.au](mailto:shelly.fraser@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](mailto:jobs@act.gov.au)**

#### **Management Finance**

##### **Project Accounting Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36974)**

Gazetted: 27 August 2018

Closing Date: 12 September 2018

Details: The Suburban Land Agency is seeking applications from talented commercially minded financial professionals, to join our finance, valuations and systems team as the Project Accounting Manager. The team provides financial support and strategic advice to the Board, Senior Executives and Management within the organisation. The Project Accounting Manager is a leadership role having carriage of the Project Accounting team. Reporting to the Financial Controller, the Project Accounting Manager is responsible for all financial aspects of our development projects. This includes preparing, reviewing and analysing project budgets and operating results in relation to costs, budgets and return on investment. The position is responsible for monitoring and forecasting project cash flow and consolidation of project financials.

Eligibility/Other Requirements: The ideal candidate will be degree qualified and Certified Public Accountant/Chartered Accountant qualified, with experience in project or management accounting. It is essential that the candidate has well developed 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.

Note: This is a temporary position available from 1 October 2018 up to 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established to fill future vacancies at level over the next 12 months. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/ desk

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

### **APPOINTMENTS**

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

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

Felisa Burton 854-10948, Section 68(1), 23 August 2018

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

Holly Cooper 858-55058, Section 68(1), 20 August 2018

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

Tzu-Wen Hsu 858-51794, Section 68(1), 22 August 2018

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

Andreza Viana Redmayne 858-55904, Section 68(1), 20 August 2018

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

Jing Zhang 853-79135, Section 68(1), 23 August 2018

#### **Community Services**

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



Rocio Molina Pico 858-56376, Section 68(1), 10 September 2018

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

Craig Richards 858-56587, Section 68(1), 27 August 2018

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

Jessica Frost 853-55491, Section 68 (1), 29/08/2018

**Education**

**General Service Officer Level 6 \$54,949 - \$57,445**

Darren Hughes 848-99809, Section 68(1), 9 August 2018

**School Assistant 2 \$45,058 - \$49,757**

Kaye Walker 848-99470, Section 68(1), 29 August 2018

**Environment, Planning and Sustainable Development**

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

Elizabeth Hill 797-55077, Section 68(1), 3 September 2018

**Health**

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

Meghann Cardona 858-55816, Section 68(1), 30 August 2018

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

Sarah Elliott 857-42109, Section 68(1), 24 August 2018

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

Kellie Patricia Hamilton 858-56536, Section 68(1), 27 August 2018

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

Jimmy Mathew 858-56296, Section 68(1), 3 September 2018

**Justice and Community Safety**

**Ambulance Support Officer 1 \$54,949 - \$58,394**

Scott Griffiths 858-54071, Section 68(1), 27 August 2018

**Ambulance Support Officer 1 \$54,949 - \$58,394**

Anthony Howell 848-20523, Section 68(1), 27 August 2018

**Ambulance Support Officer 1 \$54,949 - \$58,394**

Sally Anne Lees 858-53853, Section 68(1), 27 August 2018

**Ambulance Support Officer 1 \$54,949 - \$58,394**

Nicole Mitchell 857-12401, Section 68(1), 27 August 2018

**Transport Canberra and City Services**

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

David Martin 858-55314, Section 68(1), 24 August 2018

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

Harpreet Natt 858-55322, Section 68(1), 24 August 2018

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

Michael Prendergast 858-55306, Section 68(1), 24 August 2018

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

Komal Sharma 853-71109, Section 68(1), 27 August 2018

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

Devinderpal Singh 858-55277, Section 68(1), 24 August 2018

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

Harmohan Singh 858-55250, Section 68(1), 24 August 2018

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

Christie Anne Stewart 858-55576, Section 68(1), 27 August 2018

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

Emily Wadwell 853-72988, Section 68(1), 29 August 2018

## TRANSFERS

### Education

**Kathryn Elton: 779-16236**

From: Senior Officer Grade B \$118,319

Community Services

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

Education, Canberra (PN. 36651) (Gazetted 31 May 2018)

### Health

**Donna Bicker: 786-46493**

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

Health

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

Health, Canberra (PN. 16966) (Gazetted 2 August 2018)

**Amanda Cumberland: 821-21016**

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

Health

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

Health, Canberra (PN. 29949) (Gazetted 3 May 2018)

**Christine McDade: 813-01007**

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

Health

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

Health, Canberra (PN. 16711) (Gazetted 2 August 2018)

## PROMOTIONS

### Chief Minister, Treasury and Economic Development

**Access Canberra  
Canberra Connect  
Contact Centre**

**Michael Gallon: 844-00457**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 03489) (Gazetted 10 July 2018)

### **Finance and Budget Division**

**Expenditure Review Branch**

**Evgeniya Hawthorne: 846-8837**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 17074) (Gazetted 6 July 2018)

### **Shared Services**

**Partnership Services Group**

**Service Desk**

**Kimberly Weston: 846-88403**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 36221) (Gazetted 8 May 2018)

### **Shared Services**

**Partnership Services**

**Service Desk**

**Kimberly Weston: 846-88403**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN:36221) (Gazetted 8 May 2018)

### Director of Public Prosecutions

**Ryan Roberts: 846-97756**

From: Paralegal Grade 3 \$68,699 - \$72,175

Director of Public Prosecutions

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

Director of Public Prosecutions, Canberra (PN. 27942) (Gazetted 26 July 2017)

### Education

**School Performance and Improvement**

**Tuggeranong Network**

**Charles Conder Primary School**

**Amanda More: 787-70240**

From: \$117,515

Education

To: †School Leader B \$136,828  
Education, Canberra (PN. 04038) (Gazetted 22 May 2018)

**School Performance and Improvement**

**South Weston Network**

**The Woden School**

**Rowena Van Ballegooyen: 835-37267**

From: \$64,411 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 02679) (Gazetted 31 May 2018)

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

**Environment, Planning and Sustainable Development**

**Sustainability and Climate Change**

**Energy Markets and Renewables**

**Carbon Neutral Government Program**

**Daniel Harding: 828-49680**

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$137,415

Environment, Planning and Sustainable Development, Canberra (PN. 40964) (Gazetted 18 July 2018)

**Climate Change and Sustainability**

**Climate Change**

**Anna McGuire: 846-8836**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 48007) (Gazetted 17 July 2018)

**Environment**

**Parks and Conservations Services**

**Fire, Forests and Roads**

**Adam McLachlan: 820-84454**

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 20117) (Gazetted 25 June 2018)

**Health**

**Canberra Hospital and Health Services**

**Seena Abraham: 848-78055**

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

Health

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

Health, Canberra (PN. 37050) (Gazetted 5 July 2018)

**Canberra Hospital and Health Services**

**University of Canberra Hospital**

**Lydia Anyanga: 847-03116**

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

Health

To: †Registered Nurse Level 4.2 \$122,486

Health, Canberra (PN. 17914) (Gazetted 2 August 2018)

**Canberra Hospital and Health Services**

**Alexandra Durrant: 848-19936**

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

Health

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

Health, Canberra (PN. 29890) (Gazetted 5 July 2018)

**Canberra Hospital and Health Services**

**Sonya Harrison: 755-62091**

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

Health

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

Health, Canberra (PN. 12511) (Gazetted)

This Promotion to a non-advertised vacancy is made in accordance with Section 106(5) Division 5.7 Part 5 of the Public-Sector Management Act 1994 Management Standards, Section 20, Direct Promotion

**Canberra Hospital and Health Services**

**Rehabilitation, Aged Care and Community Care**

**Heidi Kennedy: 848-84471**

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

Health

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

Health, Canberra (PN. 40770) (Gazetted 28 June 2018)

**Canberra Hospital and Health Services**

**Cancer, Ambulatory and Community Health Support**

**Anne Wilson: 795-54507**

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

Health

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

Health, Canberra (PN. 36728) (Gazetted 5 July 2018)

**Justice and Community Safety**

**Public Trustee and Guardian**

**Financial Management Services Unit**

**Therese Cunningham: 846-91776**

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

Justice and Community Safety

To: Trust Officer Level 2 \$79,066 - \$96,063

Justice and Community Safety, Canberra (PN. 43732) (Gazetted 17 July 2018)

**Transport Canberra and City Services**

**Chief Operating Officer**

**Innovation and Customer Experience**

**Innovation, Data and Analytics**

**Nathan Urban: 813-03264**

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. 11890) (Gazetted 3 July 2018)