



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 14 April 2016**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Pharmacy Technician**

##### **Technical Officer Level 2 \$57,493-\$65,835, Canberra (PN: TBA)**

Gazetted: 15 April 2016

Closing Date: 10 May 2016

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <https://calvary.mercury.com.au/>

Contact Officer: Susan Alexander [susan.alexander@calvary-act.com.au](mailto:susan.alexander@calvary-act.com.au)

#### **Administrative Officer**

##### **Administrative Services Officer Class 3 \$58,278-\$62,720, Canberra (PN: TBA)**

Gazetted: 15 April 2016

Closing Date: 26 April 2016

Full position details can be seen at Calvary Health Care (ACT)'s website: <https://calvary.mercury.com.au/>

Contact Officer: Kate Murray [kate.murray@calvary-act.com.au](mailto:kate.murray@calvary-act.com.au)

#### **Clinical Development Nurse**

##### **Registered Nurse Level 2 \$85,659, Canberra (PN: TBA)**

Gazetted: 15 April 2016

Closing Date: 3 May 2016

Details: Full position details can be seen at Calvary Health Care (ACT)'s website: <https://calvary.mercury.com.au/>

Contact Officer: Matthew Luther [matt.luther@calvary-act.com.au](mailto:matt.luther@calvary-act.com.au)

### Canberra Institute of Technology

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

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

#### **CIT Corporate Services**

##### **CIT Facilities**

##### **Contracts/Legal Officer**

##### **Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36844)**

Gazetted: 20 April 2016

Closing Date: 4 May 2016

Details: CIT is seeking an energetic individual to provide internal legal and procurement services to CIT, including contract advice and management of legal matters. Liaise with the ACT Government Solicitor's Office on legal matters and maintain the Institute's legal files. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Progress in Legal or Procurement studies at the tertiary level would be desirable.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the Public Sector Management Standards Section 53A - Appointment after Temporary Engagement - Canberra Institute of Technology – non-teaching offices.

Contact Officer: Ivan Radic (02) 6207 3521 ivan.radic@cit.edu.au

### **Corporate Services**

#### **Records Management**

##### **Records Management Manager**

##### **Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 35288)**

Gazetted: 15 April 2016

Closing Date: 22 April 2016

Details: The Canberra Institute of Technology is seeking to fill the position of Records Management Manager to oversee the activities of CIT's Records Management unit including disposal/retention of Institute Records according to obligations under the *Territory Records Act 2002* and coordinate the implementation of CIT TRIM. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available until 15 June 2016 with the possibility of extension.

Contact Officer: Cheryl Griffiths (02) 6207 3142 cheryl.griffiths@cit.edu.au

### **CIT Technology and Design**

#### **ICT and Library Studies**

##### **Library Teacher**

##### **Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 51548)**

Gazetted: 15 April 2016

Closing Date: 25 April 2016

Details: Canberra Institute of Technology is looking to recruit a dynamic and creative person with library technician with Library experience to teach our Library and Information Services programs up to Diploma level. The successful candidate will need to demonstrate a strong desire to make a difference to student learning and career outcomes, relate well with students and have excellent communication skills. CIT and the ACT Public Service are 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.

Eligibility/Other Requirements: MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING New Teachers at Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) within twelve months of engagement. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or equivalent) and an Advanced Diploma in Adult Learning and Development (or equivalent). Working with Vulnerable People Registration. Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. DESIRABLE Minimum Diploma of Library and Information Services equivalent or higher qualification.

Notes: This position is offered for a temporary filling for five years. Temporary employment offered as a result of this advertisement may lead to permanent appointment under the "Public Sector Management Standards Section 53B – Appointment after Temporary Engagement – Canberra Institute of Technology – teaching offices".

Contact Officer: Jane Cottee (02) 6207 8744 jane.cottee@cit.edu.au

### **Capital Metro**

**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 Governance and Communications  
Governance and Business Solutions  
Government and Project Board Liaison Officer  
Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 34483)**

Gazetted: 19 April 2016

Closing Date: 3 May 2016

Details: The Capital Metro Agency is responsible for the ongoing planning, design and delivery of a light rail service between Gungahlin and the City. The Governance and Business Solutions branch is seeking an organised and highly motivated individual to fulfil the role of Government and Project Board Liaison Officer. Duties include, but are not limited to, the coordination of advice, reports and briefings on Cabinet, Legislative Assembly and other government business, and the provision of administrative support to the Capital Metro Project Board.

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

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

**Access Canberra  
Customer Coordination Services  
Customer Services Integration  
Service Improvement Manager  
Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 35821)**

Gazetted: 15 April 2016

Closing Date: 22 April 2016

Details: Duties include: Work collaboratively with stakeholders to identify, assess, design and support business solutions that meet their business needs, including reviewing business processes, supporting process improvement and re-engineering, making presentations and providing training. Research customer analytics, feedback and trends and provide strategic planning and technical advice on service delivery initiatives, including new services and enhancements to existing services. Provide leadership within the team and represent the team at working groups or committees. Maintain skills, knowledge and expertise to an appropriate level, including understanding of compliance standards and best practice approaches to digital services and Customer Experience. Prepare briefs, correspondence, articles, reports, procedures and guidelines relevant to projects. Contribute to Access Canberra's customer service leadership and pursuit of excellence. This position does not involve direct supervision of personnel.

Eligibility/Other Requirements: Knowledge of project management methodologies and principles. Experience in using Microsoft Visio, Microsoft Access.

Contact Officer: Adam Pitt (02) 6205 0735 adam.pitt@act.gov.au

**Economic Development  
ACT Property Group  
Business Support  
Events and Bookings Officer  
Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 26577)**

Gazetted: 19 April 2016

Closing Date: 3 May 2016

Details: The Business Support section within the ACT Property Group is looking for an enthusiastic and experienced Events and Bookings Officer. We are looking for a team player with customer service experience, good communication skills, bookings/venue management experience and a strong work ethic.

Note: This is a temporary vacancy for a period up to six - nine months.

Contact Officer: Leanne Feltham (02) 6205 7347 leanne.feltham@act.gov.au

**Policy and Cabinet**

**Deputy Director-General, Policy and Cabinet**

**Executive Level 3.7 \$311,284 - \$326,573 depending on current superannuation arrangements, Canberra (PN: E683)**

Gazetted: 15 April 2016

Closing Date: 2 May 2016

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking an experienced and high performing officer to fill the position of Deputy Director-General, Policy and Cabinet for a period of 12 months with possibility of extension.

Reporting to the Head of Service, this is a high profile position with a diverse range of responsibilities focused on providing executive leadership on policy and strategy from a whole of government perspective. The position requires a person with exceptional leadership and executive management skills and an established record in strategic policy development and implementation and commitment to public service integrity.

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

Applications should be sent to the contact officer.

Note: This position operates in a vibrant, highly productive activity based working environment. The Deputy Director-General does not occupy an office.

Remuneration: The position attracts a remuneration package ranging from \$311,284 to \$326,573, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$254,804.

Contract: The successful applicant will be engaged under a performance based contract for 12 months with the possibility of extension. Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Kathy Leigh (02) 6205 0246 [kathy.leigh@act.gov.au](mailto:kathy.leigh@act.gov.au)

**Land Development and Corporate**

**Public Housing Renewal Taskforce**

**Senior Manager Policy and Programming**

**Senior Officer Grade A \$133,383, Canberra (PN: 36938)**

Gazetted: 18 April 2016

Closing Date: 25 April 2016

Details: The Public Housing Renewal Taskforce (Taskforce) is looking for a Senior Program Manager to assist with the delivery of an accelerated program of works. The successful candidate will manage a small team of professionals and support officers that provide high quality analysis and advice on land development projects in relation to the accelerated renewal program of public housing. The Team works closely with other ACT Government Directorates and agencies to support the ACT Government's urban renewal policy priority.

Eligibility/Other Requirements: Highly desirable: Proficiency in CAD and MS Project, tertiary qualifications in a relevant field.

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

Contact Officer: Paul Lewis (02) 6207 1777 [paul.lewis@act.gov.au](mailto:paul.lewis@act.gov.au)

**Land Development and Corporate**

**Public Housing Renewal Taskforce**

**Senior Project Manager**

**Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 36937)**

Gazetted: 18 April 2016

Closing Date: 25 April 2016

Details: The Public Housing Renewal Taskforce (Taskforce) is looking for a Senior Project Manager to assist with the delivery of an accelerated program of works, in particular with regard to the preparation and coordination of draft Territory Plans that support the overall public housing renewal program. The successful candidate will provide high quality analysis and advice on land development projects in relation to the accelerated renewal program of public

housing and work closely with other ACT Government Directorates and agencies to support the ACT Government's urban renewal policy priority.

Eligibility/Other Requirements: Highly desirable: Proficiency in CAD and MS Project, tertiary qualifications in a relevant field.

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

Contact Officer: Paul Lewis (02) 6207 1777 paul.lewis@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)**

#### **Office for Children, Youth and Family Services**

##### **Children and Youth Protection Services**

##### **Bimberi Residential Services**

##### **Youth Worker**

##### **Youth Worker 1/2 \$58,278 - \$70,057, Canberra (PN: 03331, several)**

Gazetted: 19 April 2016

Closing Date: 3 May 2016

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

Eligibility/Other Requirements: Applicants must possess a current driver's licence and Senior First Aid Certificate. Applicants will also be required to undergo psychometric testing as well as a medical/fitness test as part of the recruitment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Notes: There will be information sessions run at Bimberi Youth Justice Centre regarding the advertised positions. These sessions will be held on 26 April and 28 April at 6pm until 7pm. RSVP to the Contact Officer is required. There are permanent, temporary and casual positions available. Past applicants are eligible to reapply for these positions.

Contact Officer: Denise Morris (02) 6207 3384 denise.morris@act.gov.au

#### **Strategy Service and Community Building**

##### **Office for Aboriginal and Torres Strait Islander Affairs**

##### **Stakeholder Management Team**

##### **Administrative Assistant**

##### **Administrative Services Officer Class 2 \$51,436 - \$56,796, Canberra (PN: 32952)**

Gazetted: 18 April 2016

Closing Date: 29 April 2016

Details: The position of the Administrative Assistant involves working closely with the Project Officer and Stakeholder Management Team to foster and enhance community and government partnerships through engagement, communication and partnership processes. The occupant will provide administrative support to the Stakeholder Management Team and Office for Aboriginal and Torres Strait Islander Affairs. The position will report to the Assistant Manager.

Note: This is an identified position, only open to Aboriginal and Torres Strait Islander People.

Contact Officer: Darryl Miller (02) 6207 8021 darryl.miller@act.gov.au

**Service Strategy and Community Building  
Quality, Complaints and Regulation  
Director, Quality, Complaints and Regulation**

**Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E855)**

Gazetted: 18 April 2016

Closing Date: 2 May 2016

Details: The Executive Director of Strategy, Participation and Early Intervention is seeking a Senior Executive to lead the Regulation, Oversight and Quality Service and perform the functions of the Human Services Registrar. The role of Director, Quality Complaints and Regulation will be responsible for carrying out the role of the Human Services Registrar regulating community care and protection; specialist disability; and housing providers. This position also administers the National Regulatory System for Community Housing in the ACT.

The ACT Government has an obligation through the Human Services Registrar to be responsible for the monitoring and ensuring compliance with the provisions as outlines in the legislation. The Director will be expected to fulfil this obligation.

The successful candidate will be able to demonstrate leadership across a range of areas as well as previous experience in dealing with an extensive range of policy, financial management, people management, governance and business issues. This position requires a person with exceptional leadership and executive management skills, as well as a flexible approach in responding to tight deadlines.

Remuneration: The position attracts a remuneration package ranging from \$218,514 to \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Maureen Sheehan (02) 6207 9031 maureen.sheehan@act.gov.au

**Officer of the Director-General  
Chief Information Officer**

**Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E854)**

Gazetted: 18 April 2016

Closing Date: 2 May 2016

Details: The Director-General is seeking a Senior Executive to plan the ICT strategic outcomes for the Directorate. The Chief Information Officer, Community Services Directorate is a new position which will be part of the broader executive team delivering community services in the ACT.

The Chief Information Officer will work across the Directorate and with the ACT Government Shared Services Information and Communications Technology (ICT) which supports the Directorate with its operational ICT requirements.

The primary objective of the role is to lead the development and implementation of the technology strategy and an efficient ICT function that enables the delivery of the Directorate's strategic outcomes.

Remuneration: The position attracts a remuneration package ranging from \$218,514 to \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Sue Chapman (02) 6205 5335 sue.chapman@act.gov.au

**Service Strategy and Community Building  
Child Development and Family Support  
Director, Child Development and Family Support**

**Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E853)**

Gazetted: 18 April 2016

Closing Date: 2 May 2016

Details: The Director, Child Development and Family Support will be responsible for the provision of voluntary early intervention and prevention services to ACT children and young people and their families, and services to children with developmental delays.

The Director will oversee the Child Development Service, which provides assessment, referral, and linkages for children 0-6 years and children up to 8 years with complex needs who have not had a previous assessment by allied health professionals. The Service will also provide Autism assessment for children aged to 12 years. Some therapy programs will be offered for children who are not eligible for the NDIS.

The position occupant has responsibility for key performance indicators pertaining to children and young people in early intervention and prevention programs, policy, program and service development, as well as the provision of strategic and expert advice on complex service delivery issues and policy directions in early intervention at both a local and national level.

Remuneration: The position attracts a remuneration package ranging from \$218,514 to \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Maureen Sheehan (02) 6207 9031 maureen.sheehan@act.gov.au

### **Service Strategy and Community Building**

#### **Service Design, Policy and Accountability**

##### **Director, Service Design, Policy and Accountability**

**Executive Level 1.3 \$218,514 - \$228,851 depending on current superannuation arrangements, Canberra (PN: E852)**

Gazetted: 18 April 2016

Closing Date: 2 May 2016

Details: The Director will lead a high performing strategic policy and service system design group for the Community Services Directorate.

The Service Strategy Branch is responsible for Data and Research; Strategic Policy, including the Outcomes Framework; Contracts and Grants Unit/Project Management Office, the Directorate's business and project planning and management; Community Sector Reform; and Commissioning.

The Director will lead policy design, development, implementation and evaluation across the Community Services Directorate and also significantly contribute to whole of ACT Government and inter-governmental initiatives. The Director will also work in partnership with key stakeholders in the ACT including relationship management with clients, community sector organisations and working with oversight authorities.

Remuneration: The position attracts a remuneration package ranging from \$218,514 to \$228,851, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$172,285.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Maureen Sheehan (02) 6207 9031 maureen.sheehan@act.gov.au

### **Director of Public Prosecutions**

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

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

#### **ACT Office of the Director of Public Prosecutions**

##### **Corporate**

##### **Executive Assistant**

**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 33661)**

Gazetted: 15 April 2016

Closing Date: 2 May 2016

Details: Perform the functions of Executive Assistant to the Director of Public Prosecutions. This position requires strong communication and organisational skills. The successful applicant will be required to undertake research tasks, prepare complex correspondence and coordinate the activities of the Directors Office. Assist the Director of



Corporate Services in a range of administrative matters and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: Well developed keyboard skills with a typing speed of 50 words per minute and experience in using a dictaphone is essential. Previous experience in a legal environment is highly desirable. The successful candidate will be required to undergo a criminal record check.

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

Contact Officer: Emma Flukes (02) 6207 5399 emma.flukes@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)**

### **Deputy Director-General**

#### **Business Improvement**

#### **Student Resource Allocation**

#### **Office Manager**

#### **Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 33846)**

Gazetted: 19 April 2016

Closing Date: 26 April 2016

Details: The Business Improvement team are seeking applications from suitable Office Manager's to join their small team. The successful applicant must be prepared to work under minimal supervision in a fast paced and demanding environment where high quality outcomes are delivered to fixed deadlines.

Notes: This is a temporary position available for six months with the possibility of extension. The successful applicant may be selected on application and referee reports only.

Contact Officer: Rodney Bray (02) 6205 1289 rodney.bray@act.gov.au

### **Deputy Director General**

#### **Regulation and Compliance**

#### **Children's Education and Care Assurance**

#### **Investigation Officer**

#### **Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 36337)**

Gazetted: 18 April 2016

Closing Date: 25 April 2016

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

Eligibility/ Other Requirements: Knowledge and understanding of the *Education and Care Services National Law (ACT) Act 2011*, the *Children and Young People Act 2008*, the *Education and Care Services National Regulations 2011* and the ACT Childcare Services Standards. A current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Highly Desirable: Diploma or Tertiary qualification in investigations, a relevant discipline and/or equivalent experience. Knowledge and understanding of the *Education and Care Services National Law (ACT) Act 2011*, the *Children and Young People Act 2008*, the *Education and Care Services National Regulations 2011* and the ACT Childcare Services Standards.

Notes: Successful applicant may be selected on application and referee reports only.

Contact Officer: Susan Sullivan (02) 6207 1093 susan.sullivan@act.gov.au

### **Office for Schools**

#### **North and Gungahlin Network**

## **Turner School**

### **School Administrative Assistant (Secretary)**

#### **School Assistant 2 \$43,736 - \$48,298, Canberra (PN: 33643)**

Gazetted: 15 April 2016

Closing Date: 2 May 2016

Details: Turner School is seeking a highly motivated person with excellent customer service and computer program skills including Maze, Publisher, PowerPoint and Word to work flexibly and effectively as part of a team. This position involves close daily contact with students, staff, parents and the school community. The successful applicant will provide administrative and secretarial support to the Principal and staff throughout the school.

Eligibility/Other Requirements: A current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011*. For further information on Working With Vulnerable People registration refer to [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). This position requires a high understanding of computer systems. First Aid qualification, or willingness to undertake appropriate training.

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

Contact Officer: Deborah Parr (02) 6205 6622 [deborah.parr@ed.act.edu.au](mailto:deborah.parr@ed.act.edu.au)

## **Environment and Planning**

**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)**

### **Environment**

#### **Catchment Management and Water Policy**

##### **Project Support Officer**

#### **Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 35702)**

Gazetted: 20 April 2016

Closing Date: 4 May 2016

Details: The Environment and Planning Directorate is seeking a motivated individual to provide high level secretariat and administrative support to the Catchment Management and Water Policy team. The Catchment Management and Water Policy team provides secretariat duties to the ACT Governments cross directorate and interjurisdictional water governance groups, specifically the ACT and Region Catchment Management Coordination Group, the Directors General Water Group and the Senior Executives Water Group. The applicant will be responsible for delivery of administrative duties including providing high level review and quality assurance of written material such as agendas and agenda papers, communiqués, minutes, promotional material and other related secretariat documents.

Note: This is a temporary position available July 2016 to June 2019. Selection may be based on application and referee reports only.

Contact Officer: Chris Glennon (02) 6205 9023 [chris.glennon@act.gov.au](mailto:chris.glennon@act.gov.au)

### **Strategic Planning**

#### **Various**

##### **Project Officer**

#### **Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 33333, several)**

Gazetted: 19 April 2016

Closing Date: 3 May 2016

Details: The Environment and Planning Directorate is seeking highly motivated Project Officers for positions in the Planning and Transport sections of the Strategic Planning Division. These positions will contribute to key government projects, policy development and planning. Candidates should have experience in contributing to projects and policy development as part of a team; demonstrated analytical, research and problem solving skills and the ability to exercise sound judgement; and a demonstrated ability to communicate effectively and represent the directorate.

Eligibility/Other Requirements: Tertiary qualification in Urban Planning, Transport Planning, Geography, Social Sciences, Economics or another relevant area would be highly desirable.

Contact Officer: Suzanne Jurcevic (02) 6207 3317 [suzanne.jurcevic@act.gov.au](mailto:suzanne.jurcevic@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**

#### **Division of Critical Care**

#### **Emergency Department**

#### **Emergency Department**

#### **Specialist/Senior Specialist/Visiting Medical Officer \$159,644 - \$197,006**

#### **Senior Specialist \$212,686**

#### **Visiting Medical Officer: Negotiable, Canberra (PN: 14685)**

Gazetted: 21 April 2016

Closing Date: 09 June 2016

It is a very exciting time for Canberra Hospital ED, with major expansion and redevelopment of the ED, and genuine organisational wide innovations in 2016, creating great opportunities within the ED, which will further advance patient care. As a result of the 2016 major redevelopment and expansion to the Emergency Department (ED) at Canberra Hospital there are several new permanent and temporary Emergency Medicine Specialist positions available with an opportunity for commencement as soon as possible. Varied, exciting case mix including 20% paediatrics and a significant trauma case-load, including the potential for FACEMS to be involved in the inpatient trauma service. Tertiary referral and major trauma centre. One of the busiest ED's in Australia with over 75,000 presentations per annum. Innovative and flexible rostering. Opportunity to become involved in development of a new Emergency Department. Highly competitive remuneration with extensive support for professional development. Potential for involvement in the Inpatient Trauma Service, or the Regional Aeromedical Retrieval Service. The Emergency Department at Canberra Hospital sees great number of attendances per annum, (approximately 20% paediatrics) with a diverse casemix including trauma. There is an active and successful postgraduate education and training program.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006. Senior Specialist: \$212,686. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$346,594.

Eligibility/Other Requirements: Applications are invited for this position from medical practitioners who are registered or eligible for registration with the Australian Health Practitioner's Regulation Agency (AHPRA) and hold Fellowship of the Australian College for Emergency Medicine (ACEM). Applicants who will complete the requirements for FACEM with successful completion of the May 2016 clinical examination are also encouraged to apply.

Contact Officer: Dr Greg Hollis (02) 6244 3309 [gregory.hollis@act.gov.au](mailto:gregory.hollis@act.gov.au)

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, 123 Carruthers Street CURTIN ACT 2605

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

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

#### **Mental Health Clinical Services**

#### **Psychiatrists**

#### **Specialist/Senior Specialist \$159,644 - \$197,006**

#### **Senior Specialist \$215,686, Canberra (PN: 25137)**

Gazetted: 21 April 2016

Closing Date: 02 June 2016

There are permanent full-time positions available in Adult Mental Health Services. The Division provides Mental Health Services for Canberra and the South East region of New South Wales serving a population of about half a million. Mental Health Services is a major teaching service of the Australian National University (ANU) Medical School and has well-developed undergraduate and postgraduate teaching programs and a state-of-the-art medical library. There are excellent opportunities for collaborative research. Appointments to Mental Health Services may involve service provision in other Divisions of Health including Canberra and Calvary Hospitals.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006. Senior Specialist: \$215,686. Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$318,194.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists or an equivalent higher specialist qualification.

Contact Officer: Dr Peter Norrie (02) 6205 0687 peter.norrie@act.gov.au

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 2, 6 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services  
Division of Women, Youth and Children's  
Obstetrics and Gynaecology  
Career Medical Officer Grade 2**

**Career Medical Officer Grade 2 \$149,696 - \$177,772, Canberra (PN: 36845)**

Gazetted: 21 April 2016

Closing Date: 28 April 2016

The Department of Obstetrics and Gynaecology (O&G) offers a wide range of experience in O&G with exposure to the subspecialties of Maternal-Fetal Medicine, Urogynaecology, Reproductive Endocrinology & Infertility & Gynaecological Oncology. It is the base hospital for the ACT Integrated Training Program for RANZCOG and also has Advanced FRANZCOG Trainees. The Career Medical Officer (CMO) role includes supervision of junior trainees and staff and a small administration component. The CMO will also work alongside senior medical staff to provide clinical leadership in the department. The clinical role can be tailored to suit the requirements of the particular applicant, which would include broad exposure to the subspecialties including supporting the gynaecological oncology service which is currently provided by visiting Gynaecological Oncologists from Sydney. There is a strong track record of research and audit at The Canberra Hospital and participation in this is encouraged. Ample opportunities exist for collaborative research with Australian National University, John Curtin School of Medical Research and the National Centre for Epidemiology and Population Health. Post MRANZCOG qualifications would be desirable.

Eligibility/Other Requirements: Mandatory: An Australian MBBS medical degree or equivalent. Eligibility for unconditional registration with the Australian Health Practitioner Regulation Agency. At least 3 years postgraduate experience. Desirable: Post MRANZCOG qualifications or equivalent will be highly desirable.

Contact Officer: Assoc Prof Boon Lim (02) 6244 3538 [boon.lim@act.gov.au](mailto:boon.lim@act.gov.au)

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, 123 Carruthers Street CURTIN ACT 2605

**Canberra Hospital and Health Services  
Mental Health, Justice Health and Alcohol and Drug  
Adult Mental Health Services  
Mental Health Emergency Department Clinician**

**Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 18515)**

Gazetted: 21 April 2016

Closing Date: 28 April 2016

Details: The Mental Health Emergency Department (MH ED) Clinician is employed by Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) to work within the Canberra Hospital Emergency Department (ED) as part of a multi disciplinary assessment team. This position will support the provision of a 24 hour/seven day a

week service for people presenting to the Canberra Hospital ED who are experiencing mental health crisis or acute psychological distress. The MH ED Clinician will provide assertive and comprehensive mental health triage, assessment and referrals in order to support the delivery of contemporary, evidence based, high quality crisis mental health care across the ED. The successful applicant will be required to undertake complex mental health assessments, working as a senior clinician, providing clinical leadership and high standard clinical expertise. The applicant will demonstrate recovery focused patient care and be highly motivated to engage in consultation, support and educative practices with families, Carers and other agencies. The MH ED Clinician is required to undertake professional development and supervision and participate in quality initiatives which contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Minimum of three years nursing experience in a mental health facility, and sound understanding and proven experience of complex clinical mental health assessment.

Desirable: Post-Graduate qualification in Mental Health Nursing or working towards such, and current driver's licence. Prior to commencement successful candidates will be required to have a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*; and undergo a pre-employment Police check.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Helen Braun (02) 6174 5406

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Nursing Administration**

#### **After Hours Clinical Nurse Consultant**

#### **Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 26355)**

Gazetted: 21 April 2016

Closing Date: 28 April 2016

Details: An exciting and challenging opportunity for a Registered Nurse 3.1 to join the After Hours Clinical Nurse Consultant team. We are seeking a Registered Nurse with proven advanced clinical practice skills and recent high level team leadership and management experience to act in a clinical leadership role after hours. Successful applicants must also be able to demonstrate excellent interpersonal skills and the ability to communicate and liaise effectively with a wide range of professional health care providers.

Eligibility/Other Requirements: Mandatory: Current Registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or is working towards a tertiary Management and/or post-graduate Nursing qualification. Successful applicants are required to hold or be trained to a competent level in Advanced Life Support.

Notes: This position is part-time at 28 hours per week. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background*

*Checking) Act 2011.* ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/> Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Kendra Kemister (02) 6244 7130 [kendra.kemister@act.gov.au](mailto:kendra.kemister@act.gov.au)

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

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

#### **Adult Community and Older Persons Mental Health**

#### **Team Leader**

#### **Health Professional Level 4 \$97,514 - \$104,967, Canberra (PN: 27587)**

Gazetted: 21 April 2016

Closing Date: 5 May 2016

Details: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the consumer, their carers and other key services. As Team Leader, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of Learning and Achievement Plans. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional AHPRA registration where applicable and/or eligibility for membership of the appropriate professional organisation. Strong understanding of adult community mental health services. Current driver's licence.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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Contact Officer: Bruno Aloisi (02) 6205 1048 [bruno.aloisi@act.gov.au](mailto:bruno.aloisi@act.gov.au)

**Office of the Director General**

**Communications**

**Senior Communications Officer**

**Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 36837)**

Gazetted: 21 April 2016

Closing Date: 28 April 2016

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 partners with the community and consumers for better health outcomes by:

- delivering patient and family-centred care;
- strengthening partnerships;
- promoting good health and wellbeing; and
- improving access to appropriate health care, and having robust safety and quality systems.

ACT Health works closely with other ACT Government agencies such as the ACT Government's Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers. The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra, Australian Catholic University and Canberra Institute of Technology are well established and serve to assure the future supply of skilled health professionals. Overview of the work area and position: The Communications and Engagement Branch leads and directs strategic communications, engagement and marketing activities that support ACT Health achieve its goals. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation. The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations and measurement, online strategy and digital platform development. It also implements systems and reporting processes for receiving and responding to ACT Health consumer feedback. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. Working under limited direction, the Senior Communications Officer reports to the Senior Manager, Strategic Communications and Media, and works to implement, through communication plans and content pieces, strategies and activities that deliver on organisational goals. They also play an integral part responding to media in the busy media hub, this involves research and internal and external liaison.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field are highly desirable. A minimum of two-three years relevant work experience in a related sector desirable. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at

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Contact Officer: Julia Teale (02) 6207 5853 [julia.teale@act.gov.au](mailto:julia.teale@act.gov.au)

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Intensive Care Unit**

#### **Research Coordinator and Data Manager**

#### **Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 16759)**

Gazetted: 21 April 2016

Closing Date: 28 April 2016

Details: An exciting opportunity for a Registered Nurse Level 2 has become available to work with a dynamic team in the Research and Service Development Unit / ICU Research and Data Office in critical care. The position includes Data collection and collation on all patients admitted to the Intensive Care Unit for various databases including the Australasian Outcomes Research Tool for Intensive Care (AORTIC) and ICU Databases. Recruitment of trial participant, performing screening, baseline and ongoing assessment of trial participants.

Eligibility/Other Requirements: Registered or eligible for registration as a Nurse with the Australian Health Practitioner Regulation Agency. Intensive Care nursing experience or holds a relevant post registration qualification desirable.

Notes: This is a permanent part-time position at 20 hours per week, Monday – Friday (days negotiable).

To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at

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Contact Officer: Helen Rodgers (02) 6244 2552 [helen.rodgers@act.gov.au](mailto:helen.rodgers@act.gov.au)

## **Canberra Hospital and Health Services**

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

#### **Rehabilitation Allied Health**

#### **Senior Physiotherapist – Falls and Falls Injury Prevention Program**

#### **Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 23054)**

Gazetted: 21 April 2016

Closing Date: 28 April 2016

Details: An exciting opportunity exists for a suitably qualified Health Professional Level 3 Physiotherapist to join the Falls and Falls Injury Prevention service. The Falls and Falls Injury Prevention Program is a community based multidisciplinary assessment and intervention program for older persons. The program aims to identify and reduce older persons' falls risks. The role also includes the provision of a variety of health promotion and education activities.

Eligibility/Other Requirements: An appropriate Degree or Diploma in Physiotherapy or recognised equivalent qualification. Current Australian Health Practitioner Regulation Agency registration. A current driver's licence.



Notes: This is a temporary position available for a period of three months. The position is available full-time however part-time options will be considered.

To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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Contact Officer: Michelle Bennett 0403 127 056 michelle.bennett@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Cardiology**

#### **Cardiac Technologist**

**Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 21979)**

Gazetted: 21 April 2016

Closing Date: 5 May 2016

Details: An exciting position exists as a Cardiac Technologist (Cardiac Scientist) in the Cardiology Department of the Canberra Hospital. The Cardiology Department is looking for an enthusiastic and motivated Cardiac Technologist to join a busy and exciting team environment. The successful applicant will have significant experience as a Cardiac Technologist involved in providing evidence-based, patient centred care as a part of the provision of invasive and non-invasive cardiology diagnostic testing.

Eligibility/Other Requirements: Mandatory: Bachelor of Science, Applied Science or equivalent. International Board of Heart Rhythm Examiners (IBHRE) accredited or equivalent. Must be able to participate in the on call roster 24-hours, seven days a week with the ability to return to work within 30 minutes of notification. Highly Desirable: Currently, or willingness to be, a member of Professionals in Cardiac Sciences Australia (PiCSA) and/or affiliate member of Cardiac Society of Australia and New Zealand (CSANZ).

Notes: The successful applicant will have the capacity to participate in an on-call roster as required. To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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Contact Officer: Luke Cartwright (02) 6244 2692 luke.cartwright@act.gov.au

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Acute Support Services**

#### **Aboriginal and Torres Strait Islander Liaison Officer**

#### **Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 24503)**

Gazetted: 21 April 2016

Closing Date: 5 May 2016

Details: The successful applicant will liaise and advocate on behalf of Aboriginal and Torres Strait Islander patients and their families within the Canberra Hospital. This position will provide the opportunity to work closely with the various Aboriginal and Torres Strait Islander communities in an innovative, creative and productive way.

Eligibility/Other Requirements: This is a designated position only open to Aboriginal and or Torres Strait Islander People. Confirmation of Aboriginal and or Torres Strait Islander origin will be required before being offered this position. The successful applicant will require knowledge of local Aboriginal and Torres Strait Islander communities and health issues. Associate Diploma or Bachelor of Health Science (Aboriginal Health and Community Development) or a willingness to undertake such studies would be an advantage. A driver's licence is essential and the successful applicant will need to hold a current 'Working with Vulnerable People' check.

Notes: This is a temporary position available for a period six months with the possibility of an extension. Please provide claims against the selection criteria and two referees.

To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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Contact Officer: Joyce Graham (02) 6244 2316 joyce.graham@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Cardiology**

#### **Cardiac Catheter Laboratory Registered Nurse**

#### **Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 26993)**

Gazetted: 21 April 2016

Closing Date: 5 May 2016

Details: We are looking for an experienced registered nurse to join our team for a period of six months with the possibility of an extension.

Big city opportunities with an attractive location and lifestyle. Excellent remuneration and conditions. Free parking and easy commuting. Relocation support.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency.

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

To complete your application you must prepare responses to the Selection Criteria and upload with your CV and reference as part of your application.

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Contact Officer: Lynette Divority (02) 6244 3691 [lynette.divority@act.gov.au](mailto:lynette.divority@act.gov.au)

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care  
Rehabilitation Allied Health  
Physiotherapist**

**Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 36455)**

Gazetted: 21 April 2016

Closing Date: 5 May 2016

Details: An exciting opportunity exists for a suitably qualified Health Professional Level 2 Physiotherapist to join the Falls and Falls Injury Prevention service within the Canberra Hospital and Health Service until September 2016. The Falls and Falls Injury Prevention service is a multi-disciplinary community based service which provides assessment and intervention to identify and reduce older person's falls risk factors. It also undertakes regular community based health promotion and education activities.

Eligibility/Other Requirements: A Degree or Diploma in Physiotherapy or recognised equivalent qualification.

Current registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence.

Notes: This is a full-time temporary position available until 2 September 2016, however part-time will be considered. This position may be used to fill other temporary or casual vacancies which may become available within the Rehabilitation and Aged Care Physiotherapy service.

This position may be required to participate in an overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free

benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits.

ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

Relocation allowance is available to assist with relocation of successful candidates to Canberra.

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Michelle Bennett 0403 127 056

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

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

#### **Community Care Program**

#### **Occupational Therapist**

#### **Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 20650)**

Gazetted: 21 April 2016

Closing Date: 5 May 2016

Details: The opportunity has arisen to be a part of the Community Care Occupational Therapy team. Community Care Occupational Therapy services are offered from community health centres and in client homes across the ACT. The Community Care Occupational Therapy service offers assessment and interventions relating to assistive technology and home modifications for clients aged 18+ years. Clients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Mandatory: Degree in Occupational Therapy, or recognized equivalent, Registration with Occupational Therapy Board of Australia. Current driver's licence. Desirable: Experience working with participants of the National Disability Insurance Scheme. Experience working with participants of the Commonwealth Home Support Program. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions.

The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

ACT Health is a smoke free environment, across all buildings, grounds and vehicles.

ACT Government employees enjoy excellent employment conditions. More Information is available at:

<http://health.act.gov.au/employment/enterprise-agreements/>.

ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits.

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<http://www.canberrayourfuture.com.au/>

Contact Officer: Katherine Rae (02) 6205 1224 [katherine.rae@act.gov.au](mailto:katherine.rae@act.gov.au)

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

#### **Medicine**

#### **Acute Support Service**

## **Exercise Physiologists**

### **Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 03689)**

Gazetted: 21 April 2016

Closing Date: 28 April 2016

Details: The Exercise Physiology Department is looking for enthusiastic and suitably qualified Exercise Physiologists to join a dynamic team. The Exercise Physiology Department specialises in the provision of clinical exercise prescription and health promotion for individuals with chronic disease and/or injury. The department provides land based gymnasium and hydrotherapy exercise programs incorporating education to assist individuals in the self management of their condition. The department also provides support to the Cardiac Rehabilitation Program and Heart Failure Rehabilitation Course. Applicants are required to submit a written application including the following:

- Cover letter;
- Curriculum Vitae;
- Responses to the selection criteria;
- Referee reports from two professional referees.

Eligibility/Other Requirements: The successful applicant/s will require a degree in Exercise Physiology or equivalent from a recognised tertiary institution and hold current accreditation with Exercise and Sports Science Australia (ESSA). Current driver's licence.

Notes: This is a temporary position available for a period of 12 months. There is also a part-time temporary position available. An order of merit will be created to fill future permanent and/or temporary full- time or part-time positions at level from this recruitment process for the next 12 months. This position(s) may be required to participate in overtime, on call, and/or rotation roster. This duty statement outlines a range of possible duties that staff are expected to perform at this level. The emphasis placed on each duty will vary according to the requirements of each position.

To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

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For more information on our great city and your future, visit: <http://www.canberrayourfuture.com.au/>

Contact Officer: Sarah McGrath (02) 6244 2573 [sarah.mcgrath@act.gov.au](mailto:sarah.mcgrath@act.gov.au)

## **Canberra Hospital and Health Services**

### **Pathology**

#### **Pathology Admin**

#### **Clerical Support Officer**

### **Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 34456)**

Gazetted: 21 April 2016

Closing Date: 28 April 2016

Details: The Pathology Executive team is responsible for the strategic and operational management of ACT Pathology, ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health. Under general direction, the Clerical Support Officer will provide administrative assistance to Directors and Managers of ACT Pathology such as recruitment, performance planning, contract management support and general administration functions.

Eligibility/Other Requirements: Desirable: Previous employment in a clinical environment. Administrative, secretariat and word processing skills are highly desirable.

Note: The position is part-time at 32.5hrs per week and the general hours are 9:00am to 4pm. This position does NOT attract Typing Allowance. Please note prior to commencement the successful candidate will be required to undergo a pre-employment Police check.

To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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ACT Health also offers attractive salary packaging arrangements. Many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9,095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the Contact Officer to confirm the position's eligibility for these benefits.

Reimbursement of many relocation costs is available if you are successful and move to Canberra.

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<http://www.canberrayourfuture.com.au/>

Contact Officer: Monica Brady (02) 6244 2835 [monica.brady@act.gov.au](mailto:monica.brady@act.gov.au)

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Nursing Administration**

#### **Enrolled Nurse Transition to Practice Program**

#### **Enrolled Nurse Level 1 \$55,944 - \$59,772, Canberra (PN: 17637)**

Gazetted: 21 April 2016

Closing Date: 22 May 2016

Details: ACT Health offers a twelve-month, structured program that provides a supportive framework for Enrolled Nurses during their first year of clinical practice.

We are keen to receive applications from Enrolled Nurses who are passionate about providing safe, quality, patient centred care and motivated by the organisational values of care, excellence, collaboration and integrity.

Eligibility/Other Requirements:

Completed/will complete the Diploma in Nursing in 2015/2016.

Registered or eligible to register as a Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) prior to date of program commencement.

An Australian Citizen, Permanent Resident of Australia or in Australia with a valid visa that allows you to work, this includes New Zealand Citizens.

Note: These are 12 month temporary positions offered full-time or part-time to assist Enrolled Nurse Graduates with transition into the workforce. This fantastic opportunity will provide participants with support and dynamic learning opportunities offered through the diversity of services available and structured professional development tailored for the graduate nurse. The twelve-month program will incorporate at least two six month rotations through clinical areas.

Application Process:

Applicants are required to submit the following:

Completed Application form inclusive of the required selection criteria (four questions in no more than two pages).

Curriculum Vitae

A current transcript of results from TAFE

Two written professional referee reports using the referee template form supplied (not academic referees).

To be considered all applications you must upload the required documents listed above at:

<https://acthealth.taleo.net/careersection/external/jobdetail.ftl?job=00ZYD>

This application process is for those applicants that would like to be considered for the expected **August 2016** Graduate Enrolled Nurse intake.

Short listing will take place from the above submitted documentation.

Short listed applicants will be invited to attend an interview and assessment centre on either **6 or 7 June 2016**. At this time all elements of the application process will be considered including performance at interview and assessment centre.

**Please note: Phone interviews will not be available; to be considered for a position you must attend the Assessment Centre in person.**

Closing date for applications: **22 May 2016**

**Please note: Incomplete or late applications will not be considered.**

Employment decisions will be based on written application, referee reports, satisfactory academic history, interview and assessment centre analysis

Contact Officers: EN TTPP Coordinator Maxine Jordan (02) 6244 3382 [maxine.jordan@act.gov.au](mailto:maxine.jordan@act.gov.au) OR EN Clinical Development Nurse (02) 6244 3360 [ENClinicalDevelopmentNurse@at.gov.au](mailto:ENClinicalDevelopmentNurse@at.gov.au)

Please do not hesitate to get in touch with a Contact Officer if you have *any* queries related to the application process.

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

## **Strategy and Corporate**

### **E-Health and Clinical Records**

#### **ISB Management and Strategy**

##### **CRIS Officer**

##### **Administrative Services Officer Class 2/3 \$51,436 - \$62,720, Canberra (PN: 20752, several)**

Gazetted: 21 April 2016

Closing Date: 28 April 2016

Details: The Clinical Record Service is seeking enthusiastic staff to join our Clinical Record Information System (CRIS) Team. The CRIS Team comprises of three shifts, two day shifts and one evening shift. The CRIS team process hard copy (paper) clinical records by preparing, scanning and indexing the documents into the Clinical Record Information System, making the documents available electronically to authorised users for ongoing patient care.

Due to the nature of the work, it is essential that the successful applicants have a good understanding of confidentiality, an excellent eye for detail, and are able to work quickly and efficiently to meet very tight deadlines.

Notes: There are temporary positions two full-time temporary, Monday – Friday vacancies, on the day shift available for six months with the possibility of extension. Hours are 7am to 3:21pm and 8:30am to 4:51pm day shift. Selection may be based on written application and referee reports only. Applicants must provide written responses to the Selection Criteria, a current CV and two written referee reports based on the Selection Criteria.

Incomplete or late applications will not be considered. A test to assess an applicant's eye for detail may be conducted as part of the interview process.

To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application.

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The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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Relocation allowance is available to assist with relocation of successful candidates to Canberra.

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Contact Officer: Heather Byrne (02) 6244 3663 [heather.byrne@act.gov.au](mailto:heather.byrne@act.gov.au)

**Strategy and Corporate  
Business and Infrastructure  
Business Support and Development  
Senior Manager Sterilising Services  
Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 14198)**

Gazetted: 21 April 2016

Closing Date: 28 April 2016

Details: ACT Health's Business and Infrastructure (B&I) Branch is seeking a suitable candidate to fill the role of Senior Manager Sterilising Services. Sterilising Services is a sub-section of Business Support and Development, which is a Section of the B&I Branch. ACT Health Sterilising Services is responsible for the reprocessing service for reusable medical and surgical devices to public hospitals in the ACT and to external customers. Sterilising Services operates over four sites, Mitchell, Canberra Hospital Pre Rinse Sterilising Unit, and Central Reprocessing Unit and Calvary Health Care. The Senior Manager is responsible for the overall management and leadership of ACT Health Sterilising Services across the ACT Health portfolio. Under broad direction, you will be accountable for all sterilising processes to meet standards.

Eligibility/Other Requirements: Recognised tertiary qualifications in Health or related disciplines are highly desired. Qualifications in Health Service Management are highly desirable. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check.

Notes: To complete your application you must prepare responses to the Selection Criteria and upload this as part of your application. ACT Health is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. The successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at <http://health.act.gov.au/employment/enterprise-agreements/>

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Contact Officer: Jeanne McLauchlan (02) 6207 9874 [jeanne.mclauchlan@act.gov.au](mailto:jeanne.mclauchlan@act.gov.au)

**Canberra Hospital and Health Services  
ACT Mental Health  
Secure Mental Health Unit  
Registered Nurses  
Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: TBA)**

Gazetted: 19 April 2016

Closing Date: 30 April 2016

Details: We are looking for Registered Nurses who are registered with AHPRA with sound experience in therapeutic engagement in a mental health environment to work with a collaborative team in providing the day to day mental health and physical care requirements of people within Mental Health Units.

Additional experience working with forensic mental health or alcohol and drug issues will be highly valued.

Attractive remuneration and conditions working across various shift environments.

For more information about the role, please visit [www.actmentalhealthjobs.com](http://www.actmentalhealthjobs.com)

**Canberra Hospital and Health Services  
ACT Mental Health**



**Secure Mental Health Unit**

**Registered Nurses**

**Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: TBA)**

Details: We are looking for Registered Nurses who are registered with AHPRA with sound experience in therapeutic engagement in a mental health environment to work with a collaborative team in providing the day to day mental health and physical care requirements of people within Mental Health Units.

Additional experience working with forensic mental health or alcohol and drug issues will be highly valued.

Attractive remuneration and conditions working across various shift environments.

For more information about the role, please visit [www.actmentalhealthjobs.com](http://www.actmentalhealthjobs.com)

**Canberra Hospital and Health Services**

**ACT Mental Health**

**Secure Mental Health Unit**

**Registered Nurses – Drug and Alcohol**

**Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: TBA)**

Details: We are looking for Registered Nurses who are registered with AHPRA with sound experience in therapeutic engagement in a mental health environment to work with a collaborative team in providing the day to day mental health and physical care requirements of people within Mental Health Units.

Additional experience working with forensic mental health or alcohol and drug issues will be highly valued.

Attractive remuneration and conditions working across various shift environments.

For more information about the role, please visit [www.actmentalhealthjobs.com](http://www.actmentalhealthjobs.com)

**Canberra Hospital and Health Services**

**ACT Mental Health**

**Secure Mental Health Unit**

**Enrolled Nurses**

**Enrolled Nurses Level 1-2 \$55,944 - \$60,728, Canberra (PN: TBA)**

Details: We are looking for Enrolled Nurses who are registered with AHPRA with sound experience in therapeutic engagement in a mental health environment to work with a collaborative team in providing the day to day mental health and physical care requirements of people within Mental Health Units.

The Enrolled Nurse provides client care according to assessed and monitored individual needs, under the direction of the Registered Nurse.

Attractive remuneration and conditions working across various shift environments.

For more information about the role, please visit [www.actmentalhealthjobs.com](http://www.actmentalhealthjobs.com)

**Canberra Hospital and Health Services**

**ACT Mental Health**

**Secure Mental Health Unit**

**Clinical Nurse Educators**

**Registered Nurse Level 3 Grade 1 \$98,207 - \$102,249, Canberra (PN: TBA)**

Details: This exciting opportunity for a Clinical Nurse Educator will be to contribute towards the achievement of the mental health unit's goals by delivering clinical education programs which assist staff to provide high quality multidisciplinary care which is customer focused, efficient and effective, outcome driven, provided in an optimal health care environment.

For more information about the role, please visit [www.actmentalhealthjobs.com](http://www.actmentalhealthjobs.com)

**Canberra Hospital and Health Services**

**ACT Mental Health**

**Secure Mental Health Unit**

**Assistant in Nursing**

**Assistant in Nursing \$47,454 - \$49,060, Canberra (PN: TBA)**

Details: To support the clinical nursing team, we are looking for Assistants in Nursing with the ability to work as a team player with superior communication skills. An ability to follow nursing procedures as directed and in line with

care plans. The ability to report and document in line with the requirements of nursing procedures, and assist on a daily basis with the management of patient care in the mental health facility will be key responsibilities of your role.

For more information about the role, please visit [www.actmentalhealthjobs.com](http://www.actmentalhealthjobs.com)

**Canberra Hospital and Health Services**

**ACT Mental Health**

**Secure Mental Health Unit**

**Psychology, Social Work or Occupational Therapy**

**Health Professional 2-3 \$59,971 – \$89,224, Canberra (PN: TBA)**

Details: We are looking for therapists who are registered with AHPRA or another relevant national regulation agency with sound experience in therapeutic engagement in a mental health environment to work with a collaborative team in providing the day to day mental health and physical care requirements of people within Mental Health Units.

These opportunities offer attractive remuneration and conditions working within ACT Mental Health.

For more information about the role, please visit [www.actmentalhealthjobs.com](http://www.actmentalhealthjobs.com)

**Canberra Hospital and Health Services**

**ACT Mental Health**

**Secure Mental Health Unit**

**Allied Health Assistant**

**Allied Health Assistant 2-3 \$48,572 - \$62,234, Canberra (PN: TBA)**

Details: This is a unique opportunity to work with experienced professionals as an Allied Health Assistants to support and assist the work of the Mental Health team by undertaking a range of tasks, both clinical and non-clinical, enabling the allied health professional to focus on more complex clinical work and/or to provide care to a greater number of patients.

For more information about the role, please visit [www.actmentalhealthjobs.com](http://www.actmentalhealthjobs.com)

**Canberra Hospital and Health Services**

**ACT Mental Health**

**Secure Mental Health Unit**

**Art Therapist**

**Health Professional Level 2 \$59,971 – \$82,328, Canberra (PN: TBA)**

Details: This is a unique opportunity to work as an Art Therapist in this brand new mental health facility dedicated to helping patients with their mental, physical, and emotional health by incorporating art making into the patient's recovery. You will work with a collaborative and highly dedicated team to help improve the lives of patients moving through the recovery program.

For more information about the role, please visit [www.actmentalhealthjobs.com](http://www.actmentalhealthjobs.com)

**Canberra Hospital and Health Services**

**ACT Mental Health**

**Secure Mental Health Unit**

**Aboriginal Health Worker**

**Classification and salary: to be determined, Canberra (PN: TBA)**

Details: We are looking for Aboriginal Health Workers to provide active support to people receiving care within Mental Health Facilities in the ACT who identify as Aboriginal or Torres Strait Islander to ensure cultural safety and assist the clinical team in providing care for these consumers. Additional experience working with forensic mental health or alcohol and drug issues will be highly valued. Attractive remuneration and conditions working across various shift environments.

For more information about the role, please visit [www.actmentalhealthjobs.com](http://www.actmentalhealthjobs.com)

## **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)**

### **Victim Support ACT**

#### **Case Manager**

**Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 10199)**

Gazetted: 19 April 2016

Closing Date: 10 May 2016

Details: An exciting opportunity exists for a full time permanent Health Professional Level 3, Clinical Psychologist to join Victim Support ACT to work in a small, dedicated, multidisciplinary team. This role requires a Psychologist who has an understanding and practical experience in working with people within a trauma informed service delivery model. The primary functions of these positions will be to provide client services to people who have become victims of crime, working with service providers and other government and community sector agencies to be able to provide information, support and services to people using the legislative framework of the Victims of Crime Regulation, Victims of Crime Act and the Victims of Crime Financial Assistance Scheme. This role will also provide information and support to clients to navigate the justice system.

Eligibility/Other Requirements: Psychology: A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with the Psychology Board of Australia (AHPRA). Psychology Board of Australia approved Principal and Secondary supervisor for Internship and 5+1 program.

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

Contact Officer: Maret Rebane (02) 6205 9473 [maret.rebane@act.gov.au](mailto:maret.rebane@act.gov.au)

### **ACT Corrective Services**

#### **Alexander Maconochie Centre**

#### **Offender Services and Corrections Programs**

#### **AMC Case Manager**

**Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 43605, several)**

Gazetted: 14 April 2016

Closing Date: 2 May 2016

Details: ACT Corrective Services is looking for values-driven professionals to be part of a highly skilled team committed to providing effective case management for detainees. Working closely with other AMC Case Managers, and under the direction of the Team Leader, Case Management Unit, you will deliver case management for offenders in the Alexander Maconochie Centre with a view to identifying and reducing risk while supporting rehabilitation and community integration on release from custody. You will also deliver case management in line with international best practice. Further to this, you will have the opportunity to provide professional advice, input and support in relation to all aspects of offender management within the AMC and you will participate in multi-disciplinary meetings to develop individual case plans and facilitate group programs designed to maximise rehabilitative opportunities for offenders. To be successful in this role you will be able to demonstrate an understanding of and commitment to contemporary best practice in relation to case management. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in developing, implementing and monitoring individualised case plans. You will also be able to demonstrate a capacity for developing useful relationships with detainees to enable the accurate identification of risks and needs. These positions are based at the Alexander Maconochie Centre in Hume. To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement addressing the selection criteria (maximum of one A4 page per criteria); (3) a current resume; (4) the names and contact details of two referees; and (5) a copy of their driver's licence. Please ensure you submit all five items. Ideally, one of the referees should be a current supervisor.

Eligibility/Other Requirements: Experience working with offenders and relevant tertiary qualifications are highly desirable. Eligible candidates will be required to undergo a criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. A current driver's licence is essential. Note: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).  
Contact Officer: Megan Valler (02) 6205 8032 [megan.valler@act.gov.au](mailto:megan.valler@act.gov.au)

## **Legislation, Policy and Programs**

### **Administration**

#### **Administrative Officer**

#### **Administrative Services Officer Class 4 \$64,700 - \$70,057, Canberra (PN: 43412)**

Gazetted: 18 April 2016

Closing Date: 2 May 2016

Details: Legislation, Policy and Programs is seeking a motivated person who is well organised and possesses good communication skills to provide administrative assistance to the branch. The successful applicant will be required to perform a wide variety of administrative tasks including the preparation and monitoring of accounts, journals, financial reports, staff training, arrange travel, ICT, stationary orders and much more. This position is required to provide relief executive assistance for the Executive Director and Deputy Executive Director, including taking minutes at meetings.

Eligibility/Other Requirements: Experience in Oracle and an understanding of the financial framework in the ACT Government would be an advantage.

Note: This is a temporary position available until April 2017 with the possibility of permanency from this process.

Contact Officer: Cathy Millett (02) 6205 3743 [cathy.millett@act.gov.au](mailto:cathy.millett@act.gov.au)

## **ACT Emergency Services Agency**

### **ACT Rural Fire Service**

#### **Chief Officer, ACT Rural Fire Service**

#### **Executive Level 1.1 \$186,178 - \$194,751 depending on current superannuation arrangements, Canberra (PN: E575)**

Gazetted: 15 April 2016

Closing Date: 2 May 2016

Details: Interested in utilising your emergency services expertise to make your mark by leading and driving change as part of a collaborative, responsive executive team?

The ACT Rural Fire Service (ACTRFS) manages rural fires in the ACT and works closely with the community and the ACT Government to deliver a range of initiatives aimed at better preparing the community and local agencies for various emergency events.

Reporting to the Commissioner of the ACT Emergency Services Agency, the role is responsible for leading a large volunteer workforce, managing bushfire operations and implementing the Strategic Bushfire Management Plan. It requires you to actively contribute as part of a unified leadership team across four operational services in the implementation of a Strategic Reform Agenda for the organisation.

With significant management experience within emergency services, you have successfully built positive, robust relationships with key stakeholders including volunteers, the community and government.

Politically astute, you enjoy creating positive environments that encourage dedication to delivering high standards of service and new ways of thinking. It will play to your strengths in communication, resilience, diplomacy and change management and provides the forum to contribute to the organisation's next level of success.

Previous applicants will be considered.

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

Remuneration: The position attracts a remuneration package ranging from \$186,178 to \$194,751, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$142,889.

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

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Rosemary Hardham (03) 8648 6552

### **Territory and Municipal 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)**

#### **Infrastructure, Roads and Public Transport**

##### **Public Transport**

##### **ACTION**

##### **Trainer Assessor**

##### **Transport Officer Grade 2 - ACTION \$83,076, Canberra (PN: A20106, several, expected vacancy)**

Gazetted: 19 April 2016

Closing Date: 3 May 2016

Details: Applications are sort for expected vacant positions as ACTION Trainer Assessors, based at the Belconnen Bus Depot. Applicants must have a thorough knowledge of ACTION's policies and procedures and how this relates to bus driver roles in particular. Duties include, but not limited to training development and delivery to bus drivers and other staff, to national competency standards and ACTION specific roles. Trainer Assessors may work from any location, as required, to deliver the training outcomes under limited supervision. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/Other Requirements: Possess a minimum of a Heavy Rigid Vehicle (HR) Licence with Condition "O" endorsement and/or Pubic Vehicle Driver Authority. Possess a Certificate IV in Training and Assessment (TAE40110). Able to undertake the role of an operational ACTION Bus Driver.

Note: An order of merit will be established from this process that may be used to fill future vacancies at level over the next 12 months.

Contact Officer: Owen Bowler (02) 6207 7598 [owen.bowler@act.gov.au](mailto:owen.bowler@act.gov.au)

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

### **APPOINTMENTS**

#### **Canberra Institute of Technology**

##### **Administrative Services Officer Class 5 \$71,907 - \$76,114**

Simon Evans 827-14145, Section 68(1), 14 April 2016

##### **Teacher Level 1 \$68,451 - \$91,334**

Stella Alejandra Zamora 848-67698, Section 68(1), 26 April 2016

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

##### **Senior Officer Grade A \$133,383**

Samuel Calabro 846-97879, Section 68(1), 15 April 2016

##### **Administrative Services Officer Class 4 \$64,700 - \$70,057**

John Andrew Leahy 848-67735, Section 68(1), 13 April 2016

#### **Community Services**

**Administrative Services Officer Class 5 \$71,907 - \$76,114**

Zoe Winters 835-35819, Section 68(1), 18 April 2016

**Education and Training**

**Senior Officer Grade B \$114,847 - \$129,290**

Graham Sporne 836-15384, Section 68(1), 12 April 2016

**Health**

**Administrative Services Officer Class 3 \$58,278 - \$62,720**

Selvana Alnajjar 848-67970, Section 68(1), 18 April 2016

**Administrative Services Officer Class 6 \$77,482 - \$88,676**

Samantha Chapman 848-20646, Section 68(1), 14 April 2016

**Registered Nurse Level 1 \$61,683 - \$82,398**

Joseph Dalmolin 848-19960, Section 68(1), 14 April 2016

**Registered Nurse Level 1 \$61,683 - \$82,398**

Katie Jefferson 786-44463, Section 68(1), 18 April 2016

**Registered Nurse Level 1 \$61,683 - \$82,398**

Nisha Jose 834-44298, Section 68(1), 21 April 2016

**Technical Officer Level 1 \$53,114 - \$55,686**

Amandeep Kaur 843-89681, Section 68(1), 18 April 2016

**Technical Officer Level 1 \$53,114 - \$55,686**

Christiana Kumatia 835-85998, Section 68(1), 18 April 2016

**Registered Nurse Level 1 \$61,683 - \$82,398**

Kanokchon Mayurasakoon 850-41521, Section 68(1), 18 April 2016

**Technical Officer Level 1 \$53,114 - \$55,686**

Priyanka Saini 844-33873, Section 68(1), 18 April 2016

**Technical Officer Level 1 \$53,114 - \$55,686**

Suzana Senthavysouk 843-91001, Section 68(1), 18 April 2016

**Dental Assistant - Qualified \$51,441 - \$60,147**

Leslie-Ann Shepherd 843-89649, Section 68(1), 11 April 2016

**Registered Nurse Level 1 \$61,683 - \$82,398**

Xin Hua ZHANG 840-50215, Section 68(1), 21 April 2016

**Territory and Municipal Services**

**Administrative Services Officer Class 6 \$77,482 - \$88,676**

Jehani Drayton 848-67874, Section 68(1), 18 April 2016

**General Service Officer Level 5/6 \$50,666 - \$55,760**

Solomon Grant 848-68148, Section 68(1), 18 April 2016

**Bus Operator - Training \$64,269**

William Moore 848-64462, Section 68(1), 15 April 2016

**TRANSFERS**

**Education**

**Ben Roberts: 749-26981**

From: School Leader C \$109,084

Education

To: School Leader C \$109,084

Education, Canberra (PN. 02209) (Gazetted 11 March 2016)

**Justice and Community Safety**

**Margaret Redmond: 786-89215**

From: Health Professional Level 4 \$97,514 - \$104,967

Community Services

To: Senior Officer Grade C \$97,514 - \$104,967

Justice and Community Safety, Canberra (PN. 43658) (Gazetted 27 January 2016)

**PROMOTIONS**

**Chief Minister, Treasury and Economic Development**

**Economic and Financial Group**

**Macroeconomic Branch**

**Michael Anderson: 835-94448**

From: Senior Officer Grade C \$97,514 - \$104,967

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$114,847 - \$129,290

Chief Minister, Treasury and Economic Development, Canberra (PN. 34503) (Gazetted 17 March 2016)

**Revenue Management**

**Taxation Legislation, Review and Litigation**

**Dennis Duermeier: 835-94544**

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development, Canberra (PN. 42997) (Gazetted 3 November 2015)

**Shared Services**

**Finance and Human Resources**

**Information, Data and Recruitment**

**Nermina Durakovic: 744-92917**

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development, Canberra (PN. 08268) (Gazetted 8 March 2016)

**Shared Services**

**Finance**

**Salary Packaging**

**Luke Edmondson: 836-08221**

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development, Canberra (PN. 17957) (Gazetted 9 February 2016)

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.

**Corporate**

**Corporate Management**

**People and Capability**

**Mikaela Lee Jessup: 844-82229**

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development, Canberra (PN. 14517) (Gazetted 11 March 2016)

**Revenue Management**

**Duties, Grants and Concessions**

**Ruth Mendones: 774-29382**

From: Technical Officer Level 4 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$97,514 - \$104,967

Chief Minister, Treasury and Economic Development, Canberra (PN. 03266) (Gazetted 3 December 2015)

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.

**Access Canberra**

**Construction, Environment and Workplace Protection**

**Thomas Nilsen: 795-64940**

From: Professional Officer Class 2 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$97,514 - \$104,967

Chief Minister, Treasury and Economic Development, Canberra (PN. 33197) (Gazetted 4 December 2015)

**Shared Services**

**Finance**

**Reporting Team**

**Riteshkumar Patel: 816-777688**

From: Administrative Services Officer Class 3 \$58,278 - \$62,720

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development, Canberra (PN. 07352) (Gazetted 28 January 2016)

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.

**Chief Minister**

**Access Canberra**

**Customer Coordination**

**David Matthew Reed: 799-97148**

From: Administrative Services Officer Class 3 \$58,278 - \$62,720

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development, Canberra (PN. 55701) (Gazetted 18 February 2016)



## Community Services

### **Office for Children, Youth and Family Support**

#### **Child and Youth Protection Services**

##### **CYPS Operations**

##### **Elizabeth Ryan: 835-92514**

From: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)

Community Services

To: †Health Professional Level 4 \$97,514 - \$104,967

Community Services, Canberra (PN. 16568) (Gazetted 28 April 2015)

## Director of Public Prosecutions

### **Sara Jane Gul: 835-87926**

From: Prosecutor Grade 4 \$131,948 - \$141,461

Director of Public Prosecutions

To: †Prosecutor Grade 5 \$154,770 - \$164,095

Director of Public Prosecutions, Canberra (PN. 27933) (Gazetted 2 February 2016)

### **Anthony Williamson: 791-32005**

From: Prosecutor Grade 4 \$131,948 - \$141,461

Director of Public Prosecutions

To: †Prosecutor Grade 5 \$154,770 - \$164,095

Director of Public Prosecutions, Canberra (PN. 27928) (Gazetted 2 February 2016)

## Education

### **Office for Schools**

#### **South Weston Network**

##### **Telopea Park School**

##### **Nikola Kolundzija: 761-22573**

From: General Service Officer Level 8 \$62,304 - \$65,835

Education

To: †General Service Officer Level 10 \$77,482 - \$88,676

Education, Canberra (PN. 36487) (Gazetted 1 March 2016)

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.

### **Office for Schools**

#### **North/Gungahlin Network**

##### **North Ainslie Primary School**

##### **Daniel Eric Breen: 755-72265**

From: School Leader C \$109,084

Education

To: † School Leader B \$127,012

Education, Canberra (PN. 35313) (Gazetted 1 February 2016)

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 and Planning

**Sustainability and Climate Change**

**Sustainability and Government**

**Rosalind Malouf: 799-89105**

From: Senior Officer Grade C \$97,514 - \$104,967

Environment and Planning

To: †Senior Officer Grade A \$133,383

Environment and Planning, Canberra (PN. 35850) (Gazetted 16 November 2015)

**Health**

**Canberra Hospital and Health Services**

**Cancer, Ambulatory and Community Health Support**

**Cancer Nursing**

**Claire Arndell: 835-89147**

From: Registered Nurse Level 1 \$61,683 - \$82,398

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789

Health, Canberra (PN. 25675) (Gazetted 24 March 2016)

**Canberra Hospital and Health Services**

**Cancer, Ambulatory and Community Health Support**

**Cancer Nursing**

**Erin Miller: 847-27388**

From: Registered Nurse Level 1 \$61,683 - \$82,398

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789

Health, Canberra (PN. 22532) (Gazetted 24 March 2016)

**Canberra Hospital and Health Services**

**Deputy Director General Canberra Hospital and Health Services**

**Riagan Milton: 829-69607**

From: Administrative Services Officer Class 6 \$77,482 - \$88,676

Health

To: †Senior Officer Grade C \$97,514 - \$104,967

Health, Canberra (PN. 29820) (Gazetted 10 March 2016)

**Canberra Hospital and Health Services**

**Medicine**

**Resources**

**Cherie Smith: 827-25610**

From: Registered Nurse Level 1 \$61,683 - \$82,398

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789

Health, Canberra (PN. 22515) (Gazetted 3 December 2016)

**Territory and Municipal Services**

**Infrastructure Roads and Public Transport**

**Roads ACT**

**Traffic Management and Safety**

**Marguerite Aziz: 836-04597**

From: Infrastructure Officer 1 \$64,307 - \$75,983

Territory and Municipal Services

To: †Infrastructure Officer 2 \$77,574 - \$89,249

Territory and Municipal Services, Canberra (PN. 27274) (Gazetted 5 February 2016)

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.

**Parks and Territory Services**

**Parks and Conservation Service**

**Urban Reserves – Environmental Offsets**

**Luke John Bulkeley: 827-42138**

From: Technical Officer Level 3 \$67,119 - \$75,852

Territory and Municipal Services

To: †Technical Officer Level 4 \$77,482 - \$88,676

Territory and Municipal Services, Canberra (PN. 32762) (Gazetted 16 February 2016)

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.

**Infrastructure Roads and Public Transport**

**Capital Works Design and Delivery**

**Gregory Paciorek: 827-58850**

From: Bus Operator \$71,294

Territory and Municipal Services

To: †Infrastructure Officer 2 \$77,574 - \$89,249

Territory and Municipal Services, Canberra (PN. 19995) (Gazetted 4 March 2016)

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.