



ACT Government Gazette

Gazetted Notices for the week beginning 19 January 2017

VACANCIES

Calvary Health Care ACT (Public)

Medical Imaging

Deputy Director Medical Imaging- Radiographer

Health Professional 4.1 10 percent 108,874.70, Canberra (PN: TBA)

Gazetted: 19 January 2017

Closing Date: 14 February 2017

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

Reference Number: 14389

Contact Officer: Hammam Hijazi hammam.hijazi@calvary-act.com.au

Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

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

CIT Student and Academic Services

CIT Student Services

Client Relationship Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 19509)

Gazetted: 23 January 2017

Closing Date: 6 February 2017

Details: Applications are sought from an enthusiastic Manager, with proven expertise in a client service operation, to manage the CIT Shopfronts. In this position your commitment to client service, your understanding of client service models, your proven success in motivating and leading teams in times of change would underpin excellence of service to CIT students and staff. This would be recognised through consistency of approaches across all campuses, smooth flow, up-to-date and high quality information, streamlined systems and workflow. It would also be demonstrated through your staffs' enthusiastic commitment to excellence, their willingness to embrace ongoing training and to working together to deliver a range of student services. This position requires you to work across CIT's campuses, Reid, Bruce, Fyshwick, Tuggeranong and Gungahlin. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Desirable: Extensive client service management experience in an educational institution. Appropriate tertiary qualifications.

Note: This is a temporary position available 27 March 2017 until 22 September 2017 with the possibility of extension.

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

CIT Student and Academic Services

CIT Student Support

Psychologist/Social Worker

Professional Officer Class 2 \$78,644 - \$90,006, Canberra (PN: 54346)

Gazetted: 24 January 2017

Closing Date: 10 February 2017

Details: A dynamic Psychologist/Social Worker is needed to work as a Student Counsellor with Canberra Institute of Technology. You will be consulted by a range of students with a broad variety of clinical issues. Counsellors work within the Student Support team and consult teaching staff in relation to student matters. Significant experience in counselling is required as well as an understanding of issues in the Vocational Education and Training sector. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/other Requirements: Tertiary qualifications in Psychology/Social work. For Psychologists: Current registration with the Australian Health Practitioner Regulatory Agency (AHPRA Psychology Board of Australia). For Social Workers: Eligibility for membership of the Australian Association of Social Workers (AASW). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary part-time position at 22.05 hours per week, the salary noted above will be paid pro rata. This position is available for a period of 12 months with the possibility of extension up to two years. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Contact Officer: Maeve Castles (02) 6207 3289 maeve.castles@cit.edu.au

Business, Tourism and Accounting

Management and Business

Management and Business Teacher

Teacher Level 1 \$69,477 - \$92,704, Canberra (PN: 51537)

Gazetted: 24 January 2017

Closing Date: 7 February 2017

Details: A vacancy exists in the Management and Business Department of Canberra Institute of Technology for a Teacher Level 1. Canberra Institute of Technology (CIT) is a dynamic, connected and diverse provider of vocational education and training (VET) offering quality skills development to individuals, employers and industry in Canberra, Australia and globally for 90 years. CIT is a leading provider of VET, holding the title of ACT Large Registered Training Organisation (RTO) of the Year for the last nine consecutive years. A Teacher Level 1 will perform the following professional educational, administrative and training duties such as: Teach as required by the Head of Department up to the number of hours prescribed in the relevant industrial award. Teach across program levels ranging from Certificate III to Graduate Certificate qualifications. Development and delivery of education, training and assessment to meet the specific needs of a diverse range of students, using a range of methodologies. Develop resources using online platforms such as eLearn to facilitate learning in a range of learning environments. Provide pastoral and administrative support to international students. Embed Work Integrated Learning processes into delivery and assessment methodology. Mark assessment instruments and maintain accurate student records in accordance with legislation and established policies and procedures. Participate in validation and moderation of assessment practices. Maintain student records including complete and detailed records of relevant student assessments and performance for a range of on the job and off the job situations. Participate proactively as a team member, and autonomously, to achieve performance benchmarks and quality outcomes in accordance with relevant government compliance standards. Support new business opportunities and initiatives to diversify revenue streams for a sustainable business. Promote information about all College programs and activities to all markets and support the overall CIT marketing objectives and performance outcomes for the College including representing the College at Careers events. Represent the College on various internal and external committees as required. Maintain industry currency and relationships with key stakeholders. Provide high level customer service to both internal and external stakeholders. Assist in scheduling of classes, re-enrolment and enrolment processes for the College.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its

successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). 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. Post graduate qualification in Business, Management or related area Advanced Diploma in Management, Human Resources, Business or related discipline or demonstrate at least five years minimum industry experience is desirable.
Contact Officer: Judy Dickinson (02) 6207 3198 judy.dickinson@cit.edu.au

Chief Minister, Treasury and Economic Development

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

Shared Services ICT

Strategic Business

Projects Hub

Project Change and Communications Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 37549)

Gazetted: 24 January 2017

Closing Date: 7 February 2017

Details: The successful candidate will work within the Projects Hub, by providing high quality customer service to Shared Services ICT and its stakeholders, in the delivery of complex project Change and Communications Management services related to the business.

Eligibility/Other Requirements: Relevant formal qualifications in Change or Communications Management or equivalent experience would be highly desirable.

Note: This is a full-time position however part-time hours will be considered. A merit list may be established to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Micah Anderson (02) 6207 7090 micah.anderson@act.gov.au

Shared Services

Shared Services, ICT

Networks and Communication Services

Unified Communications Operations Manager

Senior Information Technology Officer Grade C \$98,977 - \$106,542, Canberra (PN: 14351)

Gazetted: 19 January 2017

Closing Date: 2 February 2017

Details: Shared Services is seeking a highly motivated Telecommunications Technician to support and manage day to day Voice and Video Conferencing services for ACT Government as the Unified Communications Operations Manager. Technologies include: Cisco VoIP Phone systems, Video Conferencing systems, Contact Centre systems and Analogue phone networks.

Contact Officer: Karen McAlister (02) 6207 72341 karen.mcalister@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.

Finance and Budget Division

Budget Coordination and Reporting Branch

Financial Reporting

Systems Accountant

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 42773)

Gazetted: 19 January 2017

Closing Date: 16 February 2017

Details: The Chief Minister, Treasury and Economic Development is seeking a Systems Accountant to join the whole of government financial reporting team in the Finance and Budget Division. The position supports a range of financial business applications that are critical to meeting statutory reporting obligations including TM1, Cognos Disclosure Management (CDM) and Oracle E-Business Suite. The successful applicant will have experience as a proficient user of these applications with experience or strong abilities as a TM1 systems administrator. Advanced Excel skills (including macro development) are also required.

Eligibility/Other Requirements: A sound knowledge of accounting principles is required.

Contact Officer: Natasha Bourke (02) 6207 0133 natasha.bourke@act.gov.au

Communications

Protocol, Honours and Ceremonial Events

Protocol, Honours and Ceremonial Events Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 23587)

Gazetted: 20 January 2017

Closing Date: 3 February 2017

Details: The Protocol, Honours and Ceremonial Events Officer works under limited supervision to deliver protocol advice and support to Chief Minister, senior executive and the community. The successful candidate will also provide secretariat services for a variety of awards programs including Canberra Citizen of the Year, ACT Scientist of the Year and the ACT Australian of the Year. This position also provides ceremonial and hospitality support to the Chief Minister and is responsible for a range of ministerial correspondence.

Eligibility/Other Requirements: Experience in dealing with Honours and Awards administration is not required but would be an advantage.

Notes: This is a temporary position available from 10 March 2017 for six months with the possibility of extension.

Contact Officer: Karen Stewart-Moore (02) 6205 2855 karen.stewart-moore@act.gov.au

Land Development and Corporate

ACT Property Group

Business Support

Work Health Safety and Quality Assistant

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 22605)

Gazetted: 24 January 2017

Closing Date: 7 February 2017

Details: The Business Support section within the ACT Property Group is looking for a Work Health Safety (WHS) and Quality Assistant. We are looking for a team player with experience in the WHS space, good communication skills and a strong work ethic.

Contact Officer: Shannon O'Grady (02) 6207 7489 Shannon.O'Grady@act.gov.au

Policy and Cabinet

Cabinet and Coordination

Executive and Cabinet Support Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 36669)

Gazetted: 23 January 2017

Closing Date: 30 January 2017

Details: Cabinet and Coordination provides whole of Government coordination and secretariat services to the Head of Service and the Chief Minister to support Cabinet operation. The team also facilitates the passage of Government business in the Legislative Assembly. The successful candidate will provide administrative support to Executives, and the Division.

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

Contact Officer: Chadia Rad (02) 6205 0214 chadia.rad@act.gov.au

LDA Sales, Marketing and Property Management

Sales, Marketing and Land Management

Business Development, Valuations and Land Management

Assistant Valuation Project Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 33663)

Gazetted: 24 January 2017

Closing Date: 7 February 2017

Details: The Land Development Agency (LDA) is seeking an enthusiastic Assistant Valuation Project Officer to join the Sales Marketing and Land Management Team. The primary role includes providing administrative support to the Business Development, Valuations and Land Management team, assisting with activities related to property and land valuations. The successful candidate will be highly organised and motivated and will enjoy the challenges of working in a small team providing a valuable service to the wider Directorate.

Eligibility/Other Requirements: Sound experience using Word and Excel in a work environment. Experience drafting minutes and or briefs and previous experience working within Government will be well regarded. 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

Note: This is a temporary position available until 29 June 2017 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Stephen Terracini (02) 6207 7231 stephen.terracini@act.gov.au

Treasury

Finance and Budget Division

Finance Analysts

Administrative Services Officer Class 4/5 \$65,671 - \$77,256, Canberra (PN: 36375, several)

Gazetted: 20 January 2017

Closing Date: 7 February 2017

Details: Do you want to work in a dynamic environment dealing with a broad range of issues associated with all areas of ACT Government service delivery? The Finance and Budget Division is looking for Finance Analysts across the Administrative Services Officer Class 4 (ASO4) and Administrative Services Officer Class 5 (ASO5) classifications. We are looking for people with coordination skills and the ability to analyse policy and financial information to join energetic and enthusiastic teams, working under regular inflexible deadlines. Successful applicants will have the ability to exercise initiative, good judgement, coordinate development of written and financial advice and analyse budget and expenditure information, appropriate technical/computer skills and flexibility to be able to deal with financial, economic, policy and administrative issues. The ability to communicate effectively, build sound working relationships, contribute to team outcomes and prepare thorough written and financial reports efficiently is also required.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Law, Accounting, Economics, Finance or similar field are highly desirable.

Note: There are several permanent and temporary positions available. Positions will be filled at either the ASO4 or ASO5 classification based on the skills and experience of the successful applicants.

Contact Officer: Alex Nockels (02) 6207 4876 alexander.nockels@act.gov.au

Policy and Cabinet

Cabinet Office

Directorate Liaison Officer – Chief Minister’s Office

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 13642)

Gazetted: 23 January 2017

Closing Date: 6 February 2017

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is looking for an outstanding individual to perform the role of Directorate Liaison Officer (DLO) in the Chief Minister’s Office. This is a valuable career opportunity. As the DLO represents CMTEDD at the highest level of the ACT Government, among Members of the Legislative Assembly and also the community, applicants must possess excellent communication skills and possess personal qualities of a high order including integrity, judgement and discretion. The successful candidate will provide quality strategic direction and advice on a broad array of issues and have well developed leadership and management skills to manage tight deadlines and effectively work in a high-pressure environment.

Eligibility/Other Requirements: The successful applicant may be expected to obtain a National Security Clearance.

Note: This is a temporary position available until 12 February 2018.

Contact Officer: Sam Engele (02) 6205 0230 sam.engele@act.gov.au

Shared Services

Shared Services ICT

Emergency Services Agency (ESA) ICT

Senior Radio Network Engineer

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 09731)

Gazetted: 23 January 2017

Closing Date: 7 February 2017

Details: The Senior Radio Network Engineer is responsible for the planning, architecture/design, standards, policy management and support of ACT government radio communications infrastructure, to meet the needs of the Emergency Services Agency's four operational services and other government users. This role also works closely with other government agencies, jurisdictions, vendors and industry experts to develop and maintain ACT Government's technical and operational capabilities including to support spectrum management, encryption management and radio communications interoperability.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or relevant work experience in ICT and supporting P25 trunk radio systems is highly desirable. Current driver's licence is highly desirable, including 4WD driving experience. (Radio equipment is hosted on several hills and mountains across the ACT and this position is expected to conduct site visits with vendors). Educational and professional qualifications checks may be undertaken prior to employment.

Note: This is a temporary position available until 13 February 2018.

Contact Officer: Karen Carlton (02) 6207 2335 karen.carlton@act.gov.au

Community Services

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

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

Housing and Community Services

Asset Management

Quality Improvement Unit

Project Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 04369)

Gazetted: 20 January 2017

Closing Date: 6 February 2017

Details: The position is in the Quality Assurance and Continuous Improvement Team (QA). As part of the team, the position will assist to measure and report on a range of Key Performance Indicators (KPIs) and assist in the development, planning, conduct and reporting of audit and review projects, to ensure that Housing and Community Services (HACS) continuous improvement objectives are achieved, including in relation to the HACS Total Facilities Management. This position may also assist, as required, with the operations of the Complaints and Information Team.

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

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

Contact Officer: Paul Hewett (02) 6207 1049 paul.hewett@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.

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

Deputy Director-General

Information and Knowledge Services

Digital Transformation

Project Support Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 33328, several)

Gazetted: 24 January 2017

Closing Date: 8 February 2017

Details: The successful applicants in this position will perform a support role in the analysis, progress and implementation of projects related to supporting effective ICT use in teaching and learning. The successful applicants also provide support and advice to the Chief Information Officer and senior management by developing policy and procedures that shape the way learning and teaching use ICT. You will need to be self-motivated, adaptable and have effective communication skills. You will have good work management and organisational skills including the ability to effectively manage your own workload, work independently and as part of a team, to deliver high quality service.

Note: These are temporary positions available for up to two years with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Ian French (02) 6205 9103 ian.french@act.gov.au

Office for Schools

Tuggeranong Network

Lake Tuggeranong College

Classroom Teacher - Technology

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 05093, several)

Gazetted: 25 January 2017

Closing Date: 8 February 2017

Details: Lake Tuggeranong College is seeking qualified Classroom Teachers for our exciting Trades Training Centre. The successful applicants will have a passion for and experience in either the Automotive Industry or the Building and Construction Industry, and will be delivering BSSS-accredited and VET courses to our students to ensure they graduate with an ACT Senior Secondary Certificate and nationally recognised industry qualifications. You will be working in industry-leading and completely refurbished workshops, and be part of a dynamic team in what is a growing area of our school delivery.

Eligibility/other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Highly desirable: VET qualifications in Certificate II Auto (or equivalent) Certificate II Building Construction (or equivalent); Certificate IV TAE. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Julie Murkins (02) 6142 3666 julie.murkins@ed.act.edu.au

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

Organisational Integrity

People and Performance

Employee Relations

Manager Employee Relations

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 36120)

Gazetted: 20 January 2017

Closing Date: 27 January 2017

Details: Applications are sought from suitably experienced Human Resources (HR) practitioners for a challenging and diverse role in the Employee Relations team within the People and Performance Branch. The successful applicant will play a central role in leading the team in the Education Directorate's strategic and operational HR matters. This will involve a taking a lead role in industrial relations and enterprise bargaining. There will also be a strong focus on managing workplace values and behaviours including performance and providing advice on conditions of employment. The successful applicant must possess excellent customer relations skills, resilience and the ability to maintain calm in high pressure situations.

Eligibility/Other Requirements: Highly Desirable: Relevant qualifications in Human Resource Management. An understanding of the Education environment, particularly the school based work force.

Note: Selection may be based on written application and referee reports only. Please limit word count of no more than 500 words per criteria.

Contact Officer: Dougal Whitton (02) 6205 9152 dougal.whitton@act.gov.au

School Improvement and Operations

Strategic Policy

Student Resource Allocation

Project Officer

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 33845)

Gazetted: 23 January 2017

Closing Date: 6 February 2017

Details: Applications are sought for a suitably skilled Senior Officer to provide policy advice, design and implementation for the ACT Education Directorate's Student Resource Allocation (SRA) program, with particular support for the students with Disability review. The successful applicant will demonstrate sound leadership and resource management practices, knowledge of public policy development, high-level analytical skills and experience in communicating with key stakeholders and the general public regarding sensitive issues.

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

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

Contact Officer: Liana Dobson (02) 6207 0001 liana.dobson@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

Cancer, Ambulatory and Community Health Support

CACHS Executive

Director of Nursing, Cancer Ambulatory and Community Health Support

Registered Nurse Level 5.5 \$153,760, Canberra (PN: 29502)

Gazetted: 26 January 2017

Closing Date: 9 February 2017

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

Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration and some clinical support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: The Director of Nursing position is expected to operate within the *Public Sector Management Act 1994*, the ACT Public Service Code of Conduct and the Nursing and Midwifery Board of Australia Code of Ethics and Code of Conduct. The position will be accountable and responsible to the Executive Director CACHS. In keeping with the value of collaboration, the position will operate in partnership with other members of the Executive of the Division. The Director of Nursing is responsible for professional nursing standards and work practices for CACHS and for the provision of executive nursing leadership and high level advice in the overall management of the clinical, material and financial resources allocated for ensure the delivery of safe, efficient and effective, quality consumer and client focused care.

The position has responsibility for Nurse Education Programs, Quality and Safety, Divisional Reporting, Organisation Development and Workforce. There is an expectation this position will participate in the Executive on call roster.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate qualifications in Management/Administration and a current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Denise Lamb (02) 6244 2738 denise.lamb@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Cancer Nursing

Clinical Nurse Consultant - Ward 4A

Registered Nurse Level 3.2 \$112,687, Canberra (PN: 37992)

Gazetted: 26 January 2017

Closing Date: 2 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The Division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: The Clinical Nurse Consultant is responsible for the standards of nursing care, human and financial management of Ward-4A a 24 bed Oncology/Haematology Unit.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regular Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Jen Hancock (02) 6174 8557 jen.hancock@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Clinical Care Coordinator - Ward 9B

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 26954)

Gazetted: 26 January 2017

Closing Date: 2 February 2017

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

Care Coordinator is responsible for providing ward based Clinical Leadership for the day to day activities in the ward environment. Under broad direction, you will play a key role in providing day to day recruitment, human resource and contract management across ACT Health. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: Registered or be eligible for registration with the Australian Health Practitioner Regulatory Agency (AHPRA) is mandatory. Holds or working towards tertiary management and/or Nursing qualification is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Jeanine Young (02) 6244 3375 jeanine.young@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult and Community Mental Health Services

Acting Team Leader - Belconnen Mental Health Team

Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 27587)

Gazetted: 26 January 2017

Closing Date: 2 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people who access the service, 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: Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work with current unconditional Australian Health Practitioner Regulation Agency (AHPRA) registration where applicable and/or eligibility for membership of the appropriate professional organisation. Strong understanding of Adult Community Mental Health Services. A current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available until 18 February 2018.

Contact Officer: Kalvinder Bains (02) 6207 6864 kalvinder.bains@act.gov.au

Population Health, Protection and Prevention

Health Protection Service

Pharmaceutical

Senior Pharmacist

Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 38033, several)

Gazetted: 26 January 2017

Closing Date: 9 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the *Chief Health Officer's Report*. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The HPS has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the *Medicines, Poisons and Therapeutic Goods Act 2008* and *Public Health Act 1997*. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring dispensing data obtained via weekly upload from all ACT pharmacies. The section is also responsible for issuing licences and conducting inspections of premises that deal with medicines or poisons in the ACT. Included in this is regulating community pharmacy ownership and premises through the issue of licences to pharmacy owners. The section also acts as the Territory Recall Co-ordinator for distributing information to affected parties on behalf of the TGA for recalled medicines and medical devices.

Eligibility/Other Requirements: Be registered or have applied for registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: There are two temporary positions available for a period of up to two years, one with the possibility of permanency.

Contact Officer: Vivien Bevan (02) 6205 0961 vivien.bevan@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Physiotherapy Team Leader

Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 25523)

Gazetted: 26 January 2017

Closing Date: 2 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient centred care. The successful candidate will fulfil a Physiotherapy Team Leader position within the department and provide input into Senior Physiotherapy team decision making and responsibilities. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. Clinical

supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Degree or equivalent qualification in Physiotherapy. Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Five years Clinical experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Comply with ACT Health credentialing requirements for allied health professionals. Note: This position is permanent full-time however part-time hours may be considered. Successful applicant may be required to participate in a restricted on-call roster.

Contact Officer: Kerry Boyd (02) 6244 2670 kerry.boyd@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Rehabilitation Allied Health
Clinical Psychologist**

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 31528)

Gazetted: 26 January 2017

Closing Date: 9 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. An exciting opportunity exists for a Clinical Psychologist to join the friendly and supportive Psychology and Counselling team in the Division of Rehabilitation, Aged and Community Care (RACC). Our team consists of Clinical Neuropsychology and Clinical Psychology positions. We work closely with our multidisciplinary colleagues and have a pivotal role in promoting client centred outcomes across the inpatient and outpatient settings. The successful applicant will provide services across the RACC inpatient and outpatient services, including Rehabilitation, Falls Clinic, Geriatric Outpatients and the Community Rehabilitation team. Supervision is provided by a Senior Clinical Psychologist who is a Psychology Board of Australia (PBA) approved supervisor for Clinical Psychology Area of Practice Endorsement. Overview of the work area and position: The overall functions of the Clinical Psychologist will: Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team; provide individual or group service delivery; perform normal professional work under general professional guidance; may perform novel, complex, critical or difficult tasks with professional supervision; participate in the supervision and training of other staff, as directed.

Eligibility/Other Requirements: Postgraduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology. General Psychology registration with the Psychology Board of Australia via the Australian Health Practitioner Regulation Agency (AHPRA). Registration requirement - Area of Practice Endorsement in Clinical Psychology and eligibility to supervise higher degree students. Previous work experience as a Clinical Psychologist is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of three years. This position may be required to participate in overtime, on call, and/or rotation roster. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. Please ensure written responses to selection criteria are provided in order to be considered for the position.

Contact Officer: Sean Hambrook (02) 6244 2772 sean.hambrook@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Rehabilitation Allied Health
Speech Pathologist**

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 26267)

Gazetted: 26 January 2017

Closing Date: 2 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health Speech Pathology provides a range of services to individuals with swallowing and communication disorders. This includes services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students. Overview of the work area and position: Speech Pathologists based at Canberra Hospital and Health Services provide a range of inpatient and outpatient swallowing and communication services to rehabilitation and aged care areas of Canberra Hospital and the surrounding region. The position provides an opportunity to develop skills in working with adult neurological caseloads across a range of rehabilitation settings and contribute to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: A Degree or Diploma in Speech Pathology from a recognised tertiary institution.

Eligibility for practicing membership of Speech Pathology Australia. Comply with ACT Health credentialing requirements for allied health professionals. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of 12 months. This position is part-time at 14.7 hours per week and the salary noted above will be paid pro rata.

Contact Officer: Rachel Heatley (02) 6244 3644 rachel.heatley@act.gov.au

Population Health, Protection and Prevention

Health Protection Service

Pharmaceutical

Pharmaceutical Technician

Technical Officer Level 2 \$58,355 - \$66,823, Canberra (PN: 38121, several)

Gazetted: 26 January 2017

Closing Date: 9 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The HPS has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the *Medicines, Poisons and Therapeutic Goods Act 2008* and *Public Health Act 1997*. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring dispensing data obtained via weekly upload from all ACT pharmacies. The section is also responsible for issuing licences and conducting inspections of premises that deal with medicines or poisons in the ACT. Included in this is regulating community pharmacy ownership and premises through the issue of licences to pharmacy owners. The section also acts as the Territory Recall Co-ordinator for distributing information to affected parties on behalf of the TGA for recalled medicines and medical devices.

Eligibility/Other Requirements: Formal qualifications in a health related field, including but not limited to Certificate III or IV in hospital or community pharmacy services or equivalent is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Michael Fitzsimons (02) 6205 9483 michael.fitzsimons@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Administration Support

Administrative Services Officer Class 2 \$52,208 - \$57,648, Canberra (PN: 16211)

Gazetted: 26 January 2017

Closing Date: 2 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An opportunity exists for an enthusiastic and motivated person to join the outpatient team in the Diabetes and Endocrinology Outpatient department. The successful applicant must be flexible, have good customer service and communication skills, be able to work as a member of a team and meet deadlines. Responsibilities include: General reception duties such as booking and scheduling, file management, billing, co-ordination and action of incoming phone calls and other relevant duties as directed.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Population Health, Protection and Prevention

Health Protection Service

Pharmaceutical

Deputy Chief Pharmacist

Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 38119)

Gazetted: 26 January 2017

Closing Date: 9 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the *Chief Health Officer's Report*. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The HPS has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the *Medicines, Poisons and Therapeutic Goods Act 2008* and *Public Health Act 1997*. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring dispensing data obtained via weekly upload from all ACT pharmacies. The section is also responsible for issuing licences and conducting inspections of premises that deal with medicines or poisons in the ACT. Included in this is regulating community pharmacy ownership and premises through the issue of licences to pharmacy owners. The section also acts as the Territory Recall Co-ordinator for distributing information to affected parties on behalf of the TGA for recalled medicines and medical devices.

Eligibility/Other Requirements: Be registered or have applied for registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Vivien Bevan (02) 6205 0961 vivien.bevan@act.gov.au

Population Health

Health Protection Service

Pharmaceutical

Project Manager, DAPIS Upgrade

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 38131)

Gazetted: 26 January 2017

Closing Date: 9 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the *Chief Health Officer's Report*. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. The HPS has statutory and non-statutory responsibilities to promote the safe use of medicines in the ACT community. These responsibilities are stipulated under the *Medicines, Poisons and Therapeutic Goods Act 2008* and *Public Health Act 1997*. The section is responsible for regulating controlled medicines prescribing and supply in the ACT, in the interest of minimising the risks associated with their abuse, misuse and diversion. This includes assessing applications from prescribers for approval to prescribe controlled medicines, and monitoring dispensing data obtained via weekly upload from all ACT pharmacies. DAPIS Upgrade Project: The Drugs and Poisons Information System is an important public health database used to monitor the supply of controlled (schedule 8) medicines in the community. Under the ACT *Medicines, Poisons and Therapeutic Goods Act 2008*, ACT pharmacies are required to submit records of all controlled medicines dispensed to patients to the HPS at least every week. The HPS uses the information in DAPIS for public health monitoring purposes in the interest of minimising the abuse, misuse and diversion of controlled medicines. The key features of DAPIS include: Electronic reporting of controlled medicine dispensing events from pharmacies, recording of controlled medicine approvals issued to ACT prescribers by the HPS, and alert functionality to the HPS user to identify public health risks associated with controlled medicines supply. The DAPIS Upgrade Project will deliver three major enhancements to DAPIS including: Online approvals; which will allow prescribers to apply to the HPS for controlled medicine approval online, and automated approvals; which will allow DAPIS to automatically approve some approval requests based on a customisable set of business rules; and remote access for clinicians to view limited patient DAPIS information (known as DAPIS Online Remote Access- DORA). This component will be subject to changes to the *Health Records (Privacy and Access) Act 1997*. The DAPIS Upgrade Project will also ensure system compatibility with the Electronic Reporting and Recording of Controlled Drugs (ERRCD) system, which is a national version of DAPIS that is currently under development with the Commonwealth Government.

Eligibility/Other Requirements: Desirable: Information and Communication Technology (ICT) Project Management experience in a healthcare or government setting. Formal qualifications in Business Analytics and/or Health Information Management and/or Change Management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Vivien Bevan (02) 6205 0961 vivien.bevan@act.gov.au

Justice and Community Safety

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

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

ACT Corrective Services

Custodial Operations

Executive Support

Visits Coordinator

Administrative Services Officer Class 3 \$59,152 - \$63,661, Canberra (PN: 37543)

Gazetted: 24 January 2017

Closing Date: 7 February 2017

Details: ACT Corrective Services (ACTCS) is seeking a motivated and highly organised person to fill the role of Visits Coordinator, Custodial Operations Branch. The position is based at the Alexander Maconochie Centre (AMC) in Hume. Under the general direction of the Executive Officer, the successful applicant will provide office management and administrative support in a fast-paced office environment. Key functions of the role include, but are not limited to, administering visits bookings through the visits booking telephone line and in person at the AMC visits centre, coordinating visits bookings and maintaining compliance with the visits policy and managing correspondence and administration associated with banned visitors and ex-detainees. The successful applicant will also assist in managing relationships with the public, key stakeholders and internal staff. Further to this, the successful applicant will undertake reporting tasks including providing data and statistics in relation to detainee visits, maintaining information in spreadsheets and updating the Custodial Information System, and so will demonstrate a sound understanding of the Microsoft Office suite, including Word, Excel, Outlook and Access. The successful applicant will display sound communication skills and demonstrate a capacity to work as part of a team. They will also possess excellent time management skills and a demonstrated ability to manage personal work priorities. To apply, applicants are required to submit four items: ACT Government Application Cover Sheet; statement addressing the selection criteria (no more than four pages); a current resume; and the names and contact details of two referees. Please ensure you submit all four items. Ideally, one of the referees should be a current supervisor.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 Eligible applicants will be required to undergo pre-employment medical testing and a Police Record Check.

Contact Officer: Caitlin Roy (02) 6207 0040 caitlin.roy@act.gov.au

Corrective Services

Executive Director, ACT Corrective Services

Executive Level 2.6 \$307,696 - \$321,543 depending on current superannuation arrangements, Canberra (PN: E232)

Gazetted: 24 January 2017

Closing Date: 5 February 2017

Details: The ACT Justice and Community Safety Directorate is seeking applications for the role of Executive Director ACT Corrective Services. The position reports to the Deputy Director-General, Community Safety and is accountable for the management and operations of the whole of the corrections portfolio.

The ACT Government is committed to providing a corrective services system in the ACT that reflects the most modern practices consistent with meeting its aims of promoting rehabilitation, reducing recidivism, protecting human rights and maintaining security.

The Executive Director will lead transformation across all aspects of Corrective Services to ensure the highest level of custodial and community corrections services. The position offers a unique opportunity to play a critical role in driving change and implementing key strategies to ensure ACT Corrective Services reflects best practice across all aspects of its role and services.

The ideal candidate will have extensive strategic leadership experience in custodial or community corrections, juvenile justice or related government or non-government organisations and will be looking to make a significant contribution to reform of corrective services in the ACT.

For further information about this opportunity, including access to a job pack, or a confidential conversation, please contact Jeremy Boland, Principal Consultant at Gillian Beaumont Legal, on (02) 6126 4500 or corrections@gillianbeaumont.com.au, citing reference GBL 3257 in the subject header. Please note applications close Sunday 5 February 2017.

Remuneration: The position attracts a remuneration package ranging from \$321,543 - \$307,696, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$251,761.

Contract: The successful applicant will be engaged under a performance based contract for up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly. Contact Officer: Jeremy Boland (02) 6126 4500 corrections@gillianbeaumont.com.au

Transport Canberra and City Services

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

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

Transport Canberra

Light Rail

Project Team

Administration and Support Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 33668)

Gazetted: 20 January 2017

Closing Date: 3 February 2017

Details: As a member of the Light Rail team, the Project Administration and Support Officer is required to work under direction of the Executive Assistant to Project Director and work in partnership with members of the Light Rail team. The role of the Project Administration and Support Officer will support Executives in a range of activities including the preparation of meeting documents, the recording, transcribing and distribution of minutes and undertake various administrative services and corporate support tasks. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply. Contact Officer: Annette Zerial (02) 6207 7396 annette.zerial@act.gov.au

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

City Services

Libraries ACT

Public Libraries

Librarian

Professional Officer Class 1 \$55,526 - \$76,990, Canberra (PN: C07419, several)

Gazetted: 24 January 2017

Closing Date: 7 February 2017

Details: Libraries ACT is looking for a casual pool of Librarians who would like to help create lifelong learners, deliver and support literacy programs, storytime, giggle and wiggle, facilitate information-sharing with the community, and provide access to computers, the internet and inclusive spaces. 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: Recognised tertiary qualifications in Library and Information Studies (as defined by ALIA) or a related discipline.

Note: A casual pool of successful applicants will be established to fill vacancies which may arise over the next 12 months. Libraries ACT is a seven day service and applicants will be required to work weekends.

Contact Officer: Holly Hart (02) 6205 9550 holly.hart@act.gov.au

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

City Services

City Presentation

Strategic Planning and Development

Manager, Asset and Data Integration

Senior Professional Officer Grade B \$116,570 - \$131,229, Canberra (PN: 18320)

Gazetted: 19 January 2017

Closing Date: 26 January 2017

Details: Transport Canberra and City Services is seeking applications to fill the position of Manager, Asset and Data Integration (ADI) Unit. The ADI Unit supports City Presentation in the management of Canberra's public open space and city places, including lakes, urban trees, domestic animal services, licensing and compliance and place management. Key responsibilities for the ADI Unit include; asset, data and program management, geospatial planning and analysis, and providing business intelligence to support future strategies, policies and investment programs.

Eligibility/Other Requirements: Relevant tertiary qualifications (Degree or equivalent) in an appropriate field (e.g. Geographic Information Systems, Environmental Science, Asset Management, Information Technology).

Note: This position commences March 2017.

Contact Officer: Owen Earl (02) 6207 7434 owen.earl@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

Calvary Health Care ACT (Public)

Registered Nurse Level 1 \$562,609 - \$83,634

Georgina Jumao-As 1613447, Section 68, 02 February 2017

Enrolled Nurse Level 1 \$56,784 - \$60,668

Min Mae 1613448, Section 68, 09 January 2017

Senior Officer Grade C \$98,977 - \$106,542

Tristan Snow 1613451 Section 68 23 January 2017

Health Professional Level 4 \$98,977 - \$106,542

Shaoqing Sun 1613455 Section 68 16 January 2017

Registered Nurse Level 1 \$562,609 - \$83,634

Kate Taylor 1613460 Section 68 20 February 2017

Administrative Services Officer Class 2 \$52,208 - \$57,648

Emily Archer 1613140, Section 68, 31 October 2016

Administrative Services Officer Class 2 \$52,208 - \$57,648

Tawri Dimmick 1613132 Section 68 14 November 2016

Administrative Services Officer Class 2 \$52,208 - \$57,648

Taylor McMahon 1612836 Section 68 14 November 2016

Administrative Services Officer Class 2 \$52,208 - \$57,648

Kathleen McIntyre 1612982 Section 68 21 November 2016

Administrative Services Officer Class 2 \$52,208 - \$57,648

Alex Gutierrez 1613211, Section 68, 31 October 2016

Administrative Services Officer Class 2 \$52,208 - \$57,648

Alicia Robertson 1612047, Section 68, 07 November 2016

Administrative Services Officer Class 2 \$52,208 - \$57,648

Catherine Nott 1612986 Section 68 03 November 2016

Registered Nurse Level 1 \$62,609 - \$83,634

Leona Stevenson 1613463 Section 68 06 February 2017

Technical Officer Level 1 \$53,911 - \$56,521

Elaine Griffiths 1613464 Section 68 06 March 2017

Health Professional Level 1 \$57,085 - \$72,732

Joshua Pogson 1613465, Section 68, 06 February 2017

Health Professional Level 1 \$57,085 - \$72,732

Abby Benton 1613466, Section 68, 06 February 2017

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$78,644 - \$90,006

Kristy Gavin 848-79648, Section 68(1), 16 January 2017

Community Services

Administrative Services Officer Class 5 \$72,986 - \$77,256

Clinton Norris 848-78223, Section 68(1), 16 January 2017

Administrative Services Officer Class 3 \$59,152 - \$63,661

Auraelia Bullock 853-30024, Section 68 (1), 16 January 2017

Education

General Service Officer Level 3/4 \$46,391 - \$50,660

Dane Cripps 853-47395, Section 68(1), 27 January 2017

Administrative Services Officer Class 6 \$78,644 - \$90,006

Jamie Foster 843-39473, Section 68(1), 23 January 2017

Administrative Services Officer Class 4 \$65,671 - \$71,108

Dina Hasouneh 853-48662, Section 68(1), 6 February 2017

Environment, Planning and Sustainable Development

Senior Officer Grade C \$98,977 - \$106,542

Hugo Temby 853-47678, Section 68 (1), 13 February 2017

Administrative Services Officer Class 6 \$78,644 - \$90,006

Joanne Bradley 780-03236, Section 68 (1), 09 February 2017

Health

Registered Nurse Level 1 \$62,609 - \$83,634

Arun Babu 853-46130, Section 68(1), 23 January 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Jacob Coleman 845-02306, Section 68(1), 23 February 2017

Registered Nurse Level 1 \$\$62,609 - \$83,634

Audra Hooge 847-03087, Section 68(1), 26 January 2017

Registered Nurse Level 1 \$\$62,609 - \$83,634

Linnet Joseph 834-44984, Section 68(1), 26 January 2017

Registered Nurse Level 1 \$\$62,609 - \$83,634

Annie Levido 850-42751, Section 68(1), 9 February 2017

Registered Nurse Level 1 \$\$62,609 - \$83,634

Sharon Little 853-46210, Section 68(1), 27 January 2017

Registered Nurse Level 1 \$\$62,609 - \$83,634

Ella Luttrell 850-41089, Section 68(1), 9 February 2017

Health Professional Level 1 \$\$57,085 - \$72,732

Madeleine Neill 845-21590, Section 68(1), 23 January 2017

Registered Nurse Level 2 \$\$86,944 - \$92,151

Thimitra Panteleon 845-20176, Section 68(1), 26 January 2017

Registered Nurse Level 1 \$\$62,609 - \$83,634

Rachel Pether 853-48697, Section 68(1), 19 January 2017

Building Trade \$\$65,580 - \$69,360

Alexander Reid 853-48523, Section 68(1), 23 January 2017

Registered Nurse Level 1 \$\$62,609 - \$83,634

Louise Tangitutu 853-45189, Section 68(1), 23 January 2017

Justice and Community Safety

Administrative Services Officer Class 6 \$\$78,644 - \$90,006

Alexander McConachie 853-30171, Section 68(1), 23 January 2017

Senior Officer Grade C \$\$98,977 - \$106,542

Danny Warburton 715-72313, Section 68(1), 23 January 2017

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services ICT

Executive

Executive branch

Sarah Kelley: 827-44328

From: Administrative Services Officer Class 3 \$59,152 - \$63,661

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$72,986 - \$77,256

Chief Minister, Treasury and Economic Development, Canberra (PN. 14624) (Gazetted 13 December 2016)

Education

**School Improvement and Operations
Governance and Community Liaison
Governance and Legal Liaison**

Lejla Nikolas: 846-92445

From: Graduate Administrative Assistant \$65,671 - \$67,684
Education

To: Administrative Services Officer Class 5 \$72,986 - \$77,256
Education, Canberra (PN. 08102)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6

Health

**Canberra Hospital and Health Services
Clinical Support Service
Nursing Administration**

Jade Howard: 820-96551

From: Enrolled Nurse Level 1 \$56,784 - \$60,668
Health

To: Registered Nurse Level 1 \$62,609 - \$83,634
Health, Canberra (PN. 20485)

This promotion to a non-advertised position has been made under the Nursing and Midwifery Enterprise Agreement 2013–2017 Section I, Clause 72.1.

Transport Canberra and City Services

**Chief Operating Officer
Communications Media and PR**

Megan Baker: 846-92170

From: Graduate Administrative Assistant \$65,671 - \$67,684
Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$72,986 - \$77,256
Transport Canberra and City Services, Canberra (PN. 37864)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6

**Strategy Innovation and Customer Experience
Innovation and Technology**

Adam Sorensen: 846-91901

From: Graduate Administrative Assistant \$65,671 - \$67,684
Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$72,986 - \$77,256
Transport Canberra and City Services, Canberra (PN. 38022)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6

City Services

Roads ACT

Strategic Planning and Development

Sushma Upreti: 846-97211

From: Graduate Administrative Assistant \$65,671 - \$67,684
Transport Canberra and City Services

To: Infrastructure Officer 1 \$65,272 - \$77,123

Transport Canberra and City Services, Canberra (PN. 37994)

This promotion to a non-advertised position is made under the Administrative and Related Classifications Enterprise Agreement 2013-2017 Section C6

CORRIGENDA

Health

Registered Nurse Level 1 \$62,609 - \$83,634

Jessy Saji 853-48072, Section 68(1), 2 February 2017

Originally notified in Gazette of 12 January 2017 amendment to start date