



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 15 June 2017**

## VACANCIES

### Calvary Health Care ACT (Public)

#### **Clare Holland House**

#### **Social Work**

#### **Social worker**

#### **Health Professional 3 \$87,257- \$91,942, Canberra (PN: TBA )**

Gazetted: 22 June 2017

Closing Date: 5 July 2017

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

Contact Officer: Julie Kulikowski (02) 6264 7300 [julie.kulikowski@calvary-act.com.au](mailto:julie.kulikowski@calvary-act.com.au)

Reference Number: 14145

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

#### **Physiotherapy**

#### **Physiotherapist**

#### **Health Professional 1/2 \$57,941 - \$84,816, Canberra (PN: TBA)**

Gazetted: 22 June 2017

Closing Date: 5 July 2017

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

Contact Officer: Jason Whittingham (02) 6201 6960 [jason.whittingham@calvary-act.com.au](mailto:jason.whittingham@calvary-act.com.au)

Reference Number: 15257

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

### Canberra Institute of Technology

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

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

#### **Executive Director, Industry Engagement and Strategic Relations and Executive Director, Education and Training Services**

#### **Executive Level 2.4 and Executive Level 2.5 \$256,039 - \$267,315, and \$273,021 - \$285,142, depending on current superannuation arrangements, Canberra (PN: E1026 and E1027)**

Gazetted: 20 June 2017

Closing Date: 5 July 2017

Details: Play a significant role in enabling Canberra's future and contributing to the world-class knowledge economy.

CIT is seeking two outstanding executives to play a pivotal and significant leadership role as they adopt an organisation-wide shift in new thinking and practices. CIT is a trusted, iconic feature of Canberra's vocational education and training landscape, offering a unique value proposition benefiting the ACT region and the nation as a whole.

The Executive Director, Education and Training Services Division [SES 2.5] will lead the integrity of teaching and learning, ensure delivery of contemporary quality education and training, and enhance the overall student experience. The role requires an experienced strategic leader who has dealt with large scale and scope in a complex operating environment. They will have led significant change and developed or deployed contemporary practices and systems for the provision of high quality teaching and learning outcomes at all levels of coursework. Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$273,021 - \$285,142, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$220,381.

The Executive Director, Industry Engagement and Strategic Relations Division [SES 2.4] will lead industry liaison and oversee the development and implementation of an Industry Engagement Strategy, Brand Marketing Strategy and provide quality support to key CIT Stakeholders including the ACT Government, the CIT Board, and the CEO. The role requires an exceptional leader who has represented organisations at the highest level, demonstrated experience establishing successful industry and business development opportunities and creating beneficial partnerships with professional bodies and government.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$256,039 - \$267,315, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$205,013. The Executive Directors will work closely with the CEO as part of the Executive team and will ensure the overall success of CIT during this exciting organisation-wide transformational change.

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

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

To obtain position documentation or to apply, please email [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com) quoting reference numbers J15398 (Education and Training Services) and J15399 (Industry Engagement and Strategic Relations). If further information is required after reviewing documentation, please contact Mark Lelliott or Regina Ocampo at NGS Global on 1300 138 863 or +61 3 8626 0614.

Applications close 5 July 2017.

Contact Officer: Mark Lelliott or Regina Ocampo 1300 138 863 or +61 3 8626 0614 [applications.australia@ngs-global.com](mailto:applications.australia@ngs-global.com)

### **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)**

#### **Deputy Under Treasurer, Budget and Industrial Relations**

**Executive Level 3.8 \$342,261 - \$357,753 depending on current superannuation arrangements. Remuneration noted is effective from 1 July, Canberra (PN: E1014)**

Gazette Date: 15 June 2017

Closing Date: 05 July 2017

Whole-of government economic policy, budgeting and financial management role

Focus on policies that encourage growth in the local economy

Career-defining senior leadership opportunity

Substantial remuneration package

Details: Treasury, within the Chief Minister, Treasury and Economic Development Directorate, provides strategic financial and economic advice and services to the ACT Government with the aim of improving the Territory's financial position and economic management. It plays a leading role in promoting accountability and transparency in the delivery of services to the community and the management of resources. This is achieved through the implementation of sound financial policies, best management practices, robust analysis and effective input into major change initiatives across the ACT Public Service.

As Deputy Under Treasurer, you will be responsible for the leadership and management of a Group that provides high-level advice and direction on a range of complex economic policy and financial management issues. This includes advice on revenue, taxation and regulatory policies that support government services and support growth of the ACT economy; modelling of revenue estimates; analysis of budget and other policy initiatives from across government; preparation of the ACT Budget, including coordination and analysis; and the preparation of financial estimates and appropriation bills. Responsibilities also include representing the ACT's interests in federal financial negotiations. You will also support the Minister for Workplace Safety and Industrial Relations with the development and implementation of workplace safety and industrial relations policies as they apply to the public and private sectors in the ACT.

To be a strong contender for this newly created position, you will need to be an accomplished senior executive with a proven record of achievement in the provision of high-level economic policy and financial management advice, preferably in an operationally diverse and politically sensitive environment. Your collaborative interpersonal style, well-honed leadership and stakeholder management capabilities and strong focus on

outcomes, will be complemented by intellectual rigour, sound judgement and impressive representational and negotiation skills.

Eligibility/Other Requirements: Relevant tertiary qualifications will be required.

Remuneration: The position attracts a remuneration package ranging from \$342,261 - \$357,753, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$281,684.

Contract: From 1 July 2017, 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.

Before applying, please obtain selection documentation by emailing [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au) Further information can be obtained by contacting Ian Hansen on 0408 306 769.

Applications close 5 July 2017.

Contact Officer: Ian Hansen 0408 306 769 [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au)

### **Infrastructure Finance and Advisory**

#### **Infrastructure Finance**

##### **Senior Manager, Infrastructure Finance**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 33948)**

Gazetted: 16 June 2017

Closing Date: 30 June 2017

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly skilled technical specialist to fill the role of Senior Manager, Infrastructure Finance. This role has responsibility for supporting the commercial and financial guidance of the Territories' largest capital works projects. The occupant of this position will need to have demonstrated experience with Public Private Partnerships (PPPs), in policy and commercial analysis including a well rounded knowledge of infrastructure project transactions and procurements within Government. Additionally, the occupant will have an understanding of government process and operations from within government or from government advisory and will be able to actively support decision making on all commercial aspects of major infrastructure projects.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field will be well regarded.

Contact Officer: David Asteraki (02) 6205 5198 [david.asteraki@act.gov.au](mailto:david.asteraki@act.gov.au)

### **Enterprise Canberra**

#### **Skills Canberra**

##### **Analytics and Policy Services**

##### **Senior Labor Market Analyst**

##### **Senior Officer Grade B/A \$118,319 - \$137,415, Canberra (PN: 38797)**

Gazetted: 19 June 2017

Closing Date: 3 July 2017

Details: Skills Canberra is seeking a Senior Labour Market Analyst to conduct a review of the different labour market modelling methods used across jurisdictions to determine skills shortage areas. The successful applicant will have demonstrated expertise in statistical modelling, and understanding of labour force modelling techniques and its application to Vocational Education and Training (VET) policy and relevant projects. The successful applicant will undertake stakeholder consultations with jurisdictions, to evaluate existing modelling or funding approaches and engage in meetings across the states and territories with State Training Authorities (STAs), state labour force development teams, universities and research bodies and relevant Commonwealth departments.

Eligibility/Other Requirements: Relevant tertiary qualification and experience related to statistical or data analysis/modelling are mandatory.

Note: This is a temporary position available until 31 December 2017 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: David Miller (02) 6207 4791 [davidj.miller@act.gov.au](mailto:davidj.miller@act.gov.au)

### **Shared Services ICT**

#### **Business Application Management**

##### **Service Management**

##### **Incident Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 23981)**

Gazetted: 19 June 2017

Closing Date: 26 June 2017

Details: Shared Services ICT is seeking an appropriately experienced candidate for the role of Incident Manager. This role is vital to the response, communication and facilitation of service restoration in the event of an ICT major or significant Incident. This role has a requirement for ongoing improvement and promotion of the Incident Management process across the organisation and working with other process owners to achieve outcomes.

Eligibility/Other Requirements: Formal ITIL qualifications in Operational Support and Analysis at the 'Practitioner' level is highly desirable.

Contact Officer: Patrick Biden (02) 6207 5635 patrick.biden@act.gov.au

**Access Canberra**

**Customer Coordination Services**

**Complaints Management Team**

**Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42698)**

Gazetted: 15 June 2017

Closing Date: 22 June 2017

Details: The Access Canberra Complaints Management Team are looking for a dynamic, flexible, solutions-focused individual to join the team and make some real contributions towards shaping the way Access Canberra engages with its customers, deals with complaints, and communicates with our colleagues, stakeholders and the community. Are you someone who is looking for a challenge and the chance to "roll up your sleeves"? Are you keen to contribute to transformational change in our organisation? Are you wanting to develop and apply your knowledge and skills across different and complex subject areas? Then this is for you!. The Complaints Management Team will be a "game changer" in regulation and customer service for Access Canberra. We are putting the call out for a suitably skilled and motivated individual to get involved and make a difference.

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

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

Contact Officer: Narelle Bramwell (02) 6205 3706 narelle.bramwell@act.gov.au

**Sales, Marketing and Property Management**

**Venues**

**Arboretum**

**Assistant Curator - NBPCA**

**Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 31021)**

Gazetted: 15 June 2017

Closing Date: 7 July 2017

Details: Assistant Curator – National Bonsai and Penjing Collection of Australia (NBPCA), National Arboretum Canberra (NAC). The Arboretum is seeking an experienced professional with a solid work ethic committed to high quality service delivery in our bonsai and penjing collection. The position requires a high level of competence in the maintenance and display of high quality bonsai and penjing. The position requires the person to work independently under limited supervision, have good time management and to exercise sound judgement. The individual will be required to work as part of a large and diverse team of both employees and volunteers. The position is located at the Arboretum and is managed by the Curator - NBPCA.

Note: Applications must address the selection criteria and demonstrate their competency to deliver the full duties of the position at the level in accordance with relevant work competency standards. One of your referees must be your current immediate supervisor.

Contact Officer: Scott Saddler (02) 6205 4056 scott.saddler@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.

**Shared Services**

**Finance and Payroll Services**

**Tax and Salary Packaging**

**Salary Packaging**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 09505, several)**

Gazetted: 15 June 2017

Closing Date: 22 June 2017

Details: The Salary Packaging Team is looking for highly motivated team members with a customer service focus in a fast paced environment. The successful applicants will be responsible for delivering salary packaging services to ACT Government employees and have a demonstrated understanding of the relevant taxation legislation. The role includes customer service, processing salary packaging requests in the HRMS and the salary packaging software and requires an understanding of the salary packaging benefits offered to ACT Government employees.

Eligibility/Other Requirements: Relevant Tertiary qualifications (Accounting and/or HR related) are highly desirable.

Note: This is a temporary position available until 30 September 2017 with the possibility of extension. Selection may be based on application and referee reports only. If you are interested please submit no more than two pages in your EOI including your responses to the selection criteria and your resume. A merit list will be created to fill identical positions which may occur over the next 12 months.

Contact Officer: Desley Croker (02) 6205 7634 [desley.croker@act.gov.au](mailto:desley.croker@act.gov.au)

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

**Access Canberra**

**Road Transport**

**Licence and Registration**

**Licence and Registration Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 11433)**

Gazetted: 20 June 2017

Closing Date: 27 June 2017

Details: As a Licence and Registration Officer, you'll be expected to deliver great customer service, have unwavering attention to detail and the ability to accurately handle high volume regulatory administration in a timely way.

Eligibility/Other Requirements: Previous experience or knowledge of road transport regulatory requirements would be highly valued but not essential.

Note: This is a temporary position available until 9 July 2018 with the possibility of extension.

Contact Officer: Alicia Curtis-Cocks (02) 6207 7099 [alicia.curtiscocks@act.gov.au](mailto:alicia.curtiscocks@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)**

**Strategy, Participation and Early Intervention**

**Child Development Service**

**Speech Pathologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36123, several)**

Gazetted: 20 June 2017

Closing Date: 5 July 2017

Details: The successful applicants will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will provide assessments or screen children to identify those at risk of developmental delay, support their movement through the service system; provide advice and expertise in clinical decision making to plan service delivery, interventions and policy development. Health

Professionals at this level are expected to exercise independent professional judgement required in solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification.

Eligibility/Other Requirements: Tertiary qualifications in Speech Pathology; Eligibility for Membership with Speech Pathology Australia; and a current driver's licence are all required. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is also 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: This is a temporary position available until August 2018 with the possibility of extension and/or permanency.

Contact Officer: Katherine Parker (02) 6205 1277 [katherine.parker@act.gov.au](mailto:katherine.parker@act.gov.au)

## **Strategy Participation and Early Intervention**

### **Child Development and Family Programs**

#### **Child Development Service**

#### **Health Professional Level 1**

#### **Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 36161)**

Gazetted: 21 June 2017

Closing Date: 4 July 2017

Details: The Child Development Service focuses on identifying developmental delays for children aged between 0-6, 7-8 years, and up to 12 years with complex needs, who have not had a previous diagnosis and/or autism assessment. The Individual in this position (in a part time capacity) will also under close direction provide assistance to Child Development Service Health Professionals in the provision of client care through the implementation of individual or group programs and support outreach work with Aboriginal and Torres Strait Islander clients of the Child Development Service. This may also include resource preparation and maintenance.

Eligibility/Other Requirements: This is an identified position for Aboriginal and Torres Strait Islander people. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* IS required. For further information on Working with Vulnerable People registration refer to -

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). This is a traineeship position which will require the successful individual to undertake the Certificate IV in Allied Health Assistant Training (AHA) through the Canberra Institute of Technology (part-time) including the additional qualification (AHA speech pathology) see [www.cit.edu.au](http://www.cit.edu.au) for more information. Individuals will be required to fulfil the clinical placement requirements for the Certificate IV (AHA) which can occur through the Child Development Service.

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

Contact Officer: Katherine Parker (02) 6205 1277 [katherine.parker@act.gov.au](mailto:katherine.parker@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)**

### **System Policy and Reform**

#### **Early Childhood Policy and Regulation**

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

#### **Administration Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 01219)**

Gazetted: 15 June 2017

Closing Date: 29 June 2017

Details: The Early Childhood Policy and Regulation Branch is seeking a motivated professional to fill a permanent Administration Officer role. The position involves providing administrative support to the branch including recruitment and managing personnel files including timesheets; processing invoices, tracking expenses and providing accurate advice on the financial status of the Branch; processing a range of approval applications;

management of a scholarship program; and undertaking a range of administrative tasks including correspondence, travel arrangements and fleet car management.

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

Note: Selection may be based on application and referee reports only. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months. Applicants should address each of the selection criteria and provide names of two current and relevant referees.

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

## **Office for Schools**

### **North and Gungahlin Network**

#### **Gungahlin College**

##### **Administrative Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38845)**

Gazetted: 20 June 2017

Closing Date: 4 July 2017

Details: Gungahlin College is seeking an energetic, organised and self-motivated person to undertake the duties of Vocational Educational and Training (VET) and Careers Administrator. We are looking for a highly motivated individual who is able to work independently and as part of an executive team.

Eligibility/Other Requirements: Willingness to work during night college (negotiated hours Tuesday/Wednesday nights) and excellent written and verbal communication skills are essential. A Certificate IV or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services) and experience in Vocational Education and Training would be an advantage. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: John Alston-Campbell (02) 6142 1000 [john.alston-campbell@ed.act.edu.au](mailto:john.alston-campbell@ed.act.edu.au)

## **Office for Schools**

### **Tuggeranong Network**

#### **Charles Conder Primary School**

##### **Executive Assistant and Administration Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38237)**

Gazetted: 19 June 2017

Closing Date: 26 June 2017

Details: Charles Conder Primary School is seeking a highly motivated person to fill the position of Executive Assistant and Administrative Service Officer. The successful applicant will work closely with the Principal, Business Manager and the school Executive undertaking various administrative duties. The successful applicant will possess excellent organisational, communication and customer service skills and will have the ability to work independently within a dynamic work environment with competing demands. The successful applicant will effectively and accurately enter data, produce records/reports and provide administrative support to staff. High level of interpersonal skills will enable productive and supportive liaison with students, families and staff. The successful applicant will be an integral and flexible part of a collaborative administrative team.

Eligibility/Other Requirements: The officer is required to work during stand down periods between school terms to undertake duties as directed, for example, records management, program preparation. This will be subject to negotiation with the principal. 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). A willingness to undertake Human and Social Sciences (HASS) program training in relation to complex healthcare procedures and tasks with one on one Registered Nurse (RN) training and Canberra Institute Technology (CIT) targeted skill set outside working hours. Certificate III or equivalent e.g. Business Administration (Education), Education Support, Government (School Support Services) is desirable. Knowledge of office practices and



procedures and Microsoft Office packages, a First Aid qualification and experience in a primary school environment is also desirable. Selection may be based on application and referee reports only.  
Contact Officer: Jason Walmsley (02) 6142 0177 [jason.walmsley@ed.act.edu.au](mailto:jason.walmsley@ed.act.edu.au)

**Office for Schools**

**North/Gungahlin Network**

**O'Connor Cooperative School**

**Classroom Teacher-Early Childhood**

**Classroom Teacher \$62,521 - \$98,834, Canberra (PN: 08563)**

Gazetted: 15 June 2017

Closing Date: 26 June 2017

Details: O'Connor Cooperative School is seeking an Early Childhood trained Preschool - Year 2 Classroom Teacher to join our collaborative and committed team for semester two 2017.

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

Note: This is a temporary position available until 26 January 2018.

Contact Officer: Jenny Loudon (02) 6205 6340 [jenny.loudon@ed.act.edu.au](mailto:jenny.loudon@ed.act.edu.au)

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

**Office for Schools**

**North and Gungahlin Network**

**Dickson College**

**Executive Assistant**

**School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 38843)**

Gazetted: 21 June 2017

Closing Date: 20 July 2017

Details: Dickson College is looking for a well organised person with strong interpersonal skills to join its front office team. The successful applicant will provide executive support to the Principal and executive staff including diary/calendar management; support for key school events; and coordinate and oversee the workflow of the Principal's office.

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

Contact Officer: Craig Edwards (02) 6142 0140 [craig.edwards@ed.act.edu.au](mailto:craig.edwards@ed.act.edu.au)

**Office for Schools**

**South and Weston Network**

**Chapman Primary School**

**Administrative Assistant - Receipting Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 37402)**

Gazetted: 21 June 2017

Closing Date: 28 June 2017

Details: Chapman Primary School is seeking a highly experienced, energetic, organised and self motivated officer to undertake the duties of Administrative Assistant - Receipting Officer. Under the direction of the Business Manager

the successful applicant will undertake a variety of tasks including: general administrative duties, collection and recording of payments, receipting, purchasing all with a high level of administrative skills with attention to detail. The successful applicant will have strong customer service and project skills including overseeing the student reporting processes and be proficient in the use of a variety of computer applications, databases and spreadsheets with the ability to advise on and implement effective office work practices.

Eligibility/Other Requirements: Prior to commencement 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). First aid qualifications or willingness to undertake appropriate training is desirable.

Note: Selection may be based on application and referee reports only. Applicants are strongly encouraged to contact the contact officer for further information regarding this position. This position requires a high understanding of financial and administration processes, computer systems and an understanding of the school environment.

Contact Officer: Anne Simpson (02) 6205 7300 [anne.simpson@ed.act.edu.au](mailto:anne.simpson@ed.act.edu.au)

### **Office for Schools**

#### **Tuggeranong Network**

#### **Gilmore Primary School**

#### **Building Services Officer 2**

#### **General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 38714)**

Gazetted: 15 June 2017

Closing Date: 29 June 2017

Details: Gilmore Primary School is seeking a highly experienced Officer for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The position duties will be required to maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [http://www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid certificate. Prior to commencing in this role, a current registration issued under the *working With Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to:

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

Note: The duties of this position require a high degree of manual activity. An appropriate level of functional physical fitness is required.

Contact Officer: Lyn Maley (02) 6205 7844 [lyn.maley@ed.act.edu.au](mailto:lyn.maley@ed.act.edu.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>**

#### **Executive Director, Policy and Stakeholder Relations**

**Executive Level 2.4 \$251,597 - \$262,652 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E431)**

Gazette Date: 20 June 2017

Closing Date: 04 July 2017

Details: ACT Health has a rare opportunity for an experienced professional to join our leadership team as the Executive Director, Policy and Stakeholder Relations.

Reporting to the Deputy Director-General, the Executive Director, Policy and Stakeholder Relations will be responsible for:

Driving policy development, strategic planning and project management, including; contract management with non-government organisations

the creation of options around the national reform agenda, and

mould the expertise and views of the team to determine thorough and solid advice around what is viable and beneficial for the ACT and will enable effective representation of the health portfolio in various forms.

Providing strategic and authoritative advice and briefings to senior management and the Government to inform and support the policy development process across ACT Health.

Providing expert leadership, direction and management to ACT Health's SIP governance framework including oversight of SIP compliance, Directorate policies and practices and ethical standards to assure integrity of the Directorate's total operations.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$256,039 - \$267,315, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$205,013.

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.

Interested applicants can seek further information from Ms Mary Wood on telephone (02) 6203 646.

How to Apply: Interested candidates are requested to submit their application addressing each selection criteria in no more than half a page, as well as a current curriculum vitae and the name and contact details of two referees to Ms Mary Wood.

Applications should be sent to the contact officer.

Applications close 11:59pm 4 July 2017.

Contact Officer: Mary Wood (02) 6205 3646 mary.wood@act.gov.au

#### **Director, ICT Future Capability and Governance**

**Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E1025)**

Gazette Date: 20 June 2017

Closing Date: 06 July 2017

Details: An exciting leadership opportunity has arisen for an enthusiastic skilled professional to join our positive and dedicated team in the role of Director, Future Capability and Governance, Digital Solutions Division.

This role is required to lead and be accountable for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$228,037 - \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

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

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

Interested applicants can seek further information from Mr Peter O'Halloran on telephone (02) 6205 1100.

How to Apply: Interested candidates are requested to submit their application addressing each selection criteria in no more than half a page, as well as a current curriculum vitae and the name and contact details of two referees to Peter O'Halloran.

Applications should be sent to the contact officer.

Applications close 11:59pm 6 July 2017.

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

**Director, ICT Technology Operations**

**Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E1024)**

Gazette Date: 20 June 2017

Closing Date: 06 July 2017

Details: An exciting leadership opportunity has arisen for an enthusiastic skilled professional to join our positive and dedicated team in the role of Director, Technology Operations, Digital Solutions Division.

This role is required to lead and be accountable for driving a program of work focussed on strategic improvement across ACT Health through the innovative use of technology to transform our service delivery. The role is directly responsible for the successful delivery of all existing technology capability across ACT Health.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$228,037 - \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

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

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

Interested applicants can seek further information from Mr Peter O'Halloran on telephone (02) 6205 1100.

How to Apply: Interested candidates are requested to submit their application addressing each selection criteria in no more than half a page, as well as a current curriculum vitae and the name and contact details of two referees to Peter O'Halloran.

Applications should be sent to the contact officer.

Applications close 11:59pm 6 July 2017.

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

**Strategic Finance**

**Director, Strategic Financial Reform**

**Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E1023)**

Gazette Date: 20 June 2017

Closing Date: 27 June 2017

Details: ACT Health is seeking a skilled professional to fill the role of Director of Strategic Financial Reform, Corporate, ACT Health.

Reporting to the Chief Financial Officer, the Director of Strategic Financial Reform will be responsible for:

Leading a program of work focused on strategic improvement across the Directorate, including but not limited to; Activity Based Funding, Costing and Management,

Business Efficiency Review, and

Clinic Services Framework Costing;

Managing and driving the Finance Transformation Team, including the management of consultants engaged to deliver specific innovation initiatives across the Directorate.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$228,037 - \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

Contract: This is a temporary vacancy and is available for a period of up to nine months. Interested applicants can seek further information from Mr Trevor Vivian on telephone (02) 6207 8441.

How to Apply: Interested candidates are requested to submit their application addressing each selection criteria in no more than half a page, as well as a current curriculum vitae and the name and contact details of two referees to Trevor Vivian.

Applications should be sent to the contact officer.

Applications close 11:59pm 27 June 2017.

Contact Officer: Trevor Vivian (02) 6207 8441 trevor.vivian@act.gov.au

### **Strategic Finance**

#### **Financial Controller**

**Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E1022)**

Gazette Date: 20 June 2017

Closing Date: 04 July 2017

Details: ACT Health has a rare opportunity for an experienced finance professional to join our leadership team as the Financial Controller.

Reporting through to the Chief Financial Officer, this role will provide outstanding leadership and financial services to ACT Health to ensure successful performance. This will include leading and managing all aspects of ACT Health's financial and accounting functions including;

budgeting

financial reporting,

accounting policy and procedures, and

overseeing the provision of timely, professional and accurate financial reports to the Chief Financial Officer.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$228,037 - \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

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

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

Interested applicants can seek further information from Mr Trevor Vivian on telephone (02) 6207 8441.

How to Apply: Interested candidates are requested to submit their application addressing each selection criteria in no more than half a page, as well as a current curriculum vitae and the name and contact details of two referees to Trevor Vivian.

Applications should be sent to the contact officer.

Applications close 11:59pm 4 July 2017.

Contact Officer: Trevor Vivian (02) 620 78441 trevor.vivian@act.gov.au

### **Director, Mental Health**

**Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E1021)**

Gazette Date: 20 June 2017

Closing Date: 04 July 2017

Details: ACT Health has a rare opportunity for an experienced professional to join our leadership team as the Director, Mental Health.

Reporting to the Executive Director, Policy and Stakeholder Relations, the Director of Mental Health will be responsible for:

Providing high-level strategic policy and planning advice on mental health issues and service delivery approaches on the mental health policy and program agenda across the ACT.

Strategic liaison, negotiation and partnership development across programs within ACT Health to address the mental health needs of consumers and facilitate coordinated, integrated approaches to policy, planning and service delivery.

Developing, promulgating and reviewing policies and clinical service delivery approaches relevant to people with mental health problems across the ACT.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$228,037 - \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

Contract: The successful applicant will be engaged under a performance based contract for up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly. Interested applicants can seek further information from Ms Mary Wood on telephone (02) 6205 3646. How to Apply: Interested candidates are requested to submit their application addressing each selection criteria in no more than half a page, as well as a current curriculum vitae and the name and contact details of two referees to Ms Mary Wood. Applications should be sent to the contact officer. Applications close 11.59pm 4 July 2017. Contact Officer: Mary Wood (02) 6205 3646 mary.wood@act.gov.au

### **Director of Medical Imaging**

**Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E1020)**

Gazette Date: 20 June 2017

Closing Date: 04 July 2017

Details: ACT Health is seeking a skilled professional to fill the role of Director of Medical Imaging, Canberra Hospital and Health Services.

This role is required to lead, manage and be accountable for the day to day operations of the Medical Imaging Department of the Canberra Hospital and Health Services ensuring the operational and financial requirements are met and collaborating closely with operational and clinical areas to ensure Medical Imaging is meeting the needs of each facility within CHHS.

To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$228,037 - \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

Contract: The successful applicant will be engaged under a performance based contract for up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly. Interested applicants can seek further information from Mr Chris Bone on telephone (02) 6174 7354. How to Apply: Interested candidates are requested to submit an EOI of no more than two pages, as well as a current curriculum vitae and the name and contact details of two referees to Chris Bone. Applications should be sent to the Contact Officer. Applications close 11:59pm 4 July 2017. Contact Officer: Chris Bone (02) 6174 7354 chris.bone@act.gov.au

### **Director, Audit, Risk and Compliance**

**Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements. Remuneration noted is effective from 1 July 2017, Canberra (PN: E1031)**

Gazette Date: 20 June 2017

Closing Date: 06 July 2017

Details: Our vision is to build an Audit, Risk and Compliance Function of the future. As the Director, Audit, Risk and Compliance you will play a key role in ACT Health achieving this. This position is a critical leadership role driving the development and refinement of ACT Health's internal audit, risk and compliance functions and working collaboratively to build and maintain a strong governance and strategic risk management culture.

Reporting to the Deputy Director-General, Quality, Governance and Risk the successful candidate will be responsible for the management and oversight of the; delivery of efficient and effective audit, risk management and compliance management functions, delivery and maintenance of a robust compliance framework and related policies, practices and processes consistent with government legislation, regulations and relevant professional standards, and development, implementation and maintenance of ACT Health's audit, risk and compliance management framework, policies and processes.

To be successful in this role you will be an adaptive, inclusive and empowering leader, who can provide innovative direction and co-ordination of the Audit, Risk and Compliance function. You will also be able to achieve positive outcomes through intellectual influence and strategic intervention.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$228,037 - \$237,944, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

Contract: The successful applicant will be engaged under a performance based contract for up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly. Interested applicants can seek further information from Ms Elizabeth Webster on telephone (02) 6207 2111.

How to Apply:

Interested applicants are requested to submit their application addressing each selection criteria in no more than half a page, as well as a current curriculum vitae and the name and contact details of two referees to Elizabeth Webster.

Applications should be sent to the contact officer.

Applications close 11:59pm 6 July 2017.

Contact Officer: Elizabeth Webster (02) 6207 2111 [elizabeth.webster@act.gov.au](mailto:elizabeth.webster@act.gov.au)

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

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

#### **Chief Medical Officer**

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

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 25670)**

Gazetted: 22 June 2017

Closing Date: 6 July 2017

Overview of the work area and position: Chief Medical Officer, Canberra Hospital and Health Services ACT Health is seeking a highly skilled medical professional to fill the role of Chief Medical Officer (CMO) at Canberra Hospital and Health Services. The CMO is responsible for leading the overall clinical vision for ACT Health and providing medical oversight, expertise and leadership to ensure the delivery of quality health care services. The CMO also plays a key role in ensuring that medical standards and practice within ACT Health reflect best practice and that systems are in place to support excellence in professional development, training and education of medical practitioners. The successful candidate will have a demonstrated track record in successfully leading a high functioning team in a complex environment, inspiring a collaborative team and ensuring compliance with all applicable regulatory and legislative requirements. Applications are encouraged from registered medical practitioners with extensive experience in health services management. Drive, energy, flexibility, authenticity and an engaging communication and influencing style are all important qualities being sought. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Senior Specialist: \$222,205 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$268,729 - \$327,246.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of General Practitioners or Fellowship of the Australian College of Rural and Remote Medicine or an equivalent specialist qualifications. Extensive experience in health services management. Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery. Desirable: Significant experience in the health sector and deep understanding of healthcare service delivery, domestic and global health structures and best practice. Experience in leading and driving reform, developing and implementing high level strategy and evidence of achievement in that context. Relevant qualifications in medical administration and/or business, health administration or policy or Extensive knowledge and experience in best-practice and contemporary management. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Tonia Alexander (02) 6244 2169

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

### **Corporate**

**Health Infrastructure Services**

**Health Infrastructure Service Recurrent**

**Senior Manager**

**Infrastructure Officer 5 \$142,761, Canberra (PN: 10563)**

Gazetted: 22 June 2017

Closing Date: 29 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: The Senior Manager Capital Project Delivery reports to the Executive Director, Health Infrastructure Services (HIS) and is a senior leadership role within HIS responsible for the teams that deliver critical Health Infrastructure through Major projects, Capital Upgrades program and Plant and Equipment replacement. The role will ensure that capital project delivery is aligned to ACT Health's strategic objectives and will lead and promote a positive team culture of collaboration and continuous improvement with HIS Capital Project delivery area.

Eligibility/Other Requirements: Mandatory: Must maintain tertiary qualifications in a building related discipline or a building trade qualification, and/or at least 10 years of building related project management experience is desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Colm Mooney (02) 6207 9186 colm.mooney@act.gov.au

**Quality Governance and Risk**

**Clinical Safety and Quality**

**Policy Advisory Team**

**Quality Assurance Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 20114)**

Gazetted: 22 June 2017

Closing Date: 29 June 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 role of the Clinical Safety and Quality Unit (CSQU) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation; safeguarding the high standards of care through the development of supporting policies, procedures, consumer; continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement. The structure of CSQU is aligned with the key elements of high quality health care, which includes: clinical effectiveness; patient safety; patient experience. The Quality Assurance Officer works primarily with the Quality Assurance Support Officer within the Clinical Governance Unit. The Quality Assurance Officer will provide leadership in development and testing of audit tools; education around the use of audit tools; and reporting on audit findings. The Quality Assurance Officer will also liaise with relevant stakeholders within CSQU and across Canberra Hospital and Health Services on audit requirements.

Eligibility/Other Requirements: Desirable: Relevant tertiary qualifications or work experience in qualitative or quantitative research methods, and experience in building audit tools in SharePoint and/or Adobe, particularly in a



clinical environment, or the capacity and desire to learn how to build audit tools. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Josephine Smith (02) 6174 7935 josephine.smith@act.gov.au

## **Corporate**

### **Business Performance Information and Decision Support**

#### **Business Performance Executive**

##### **Data Analyst**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 30823, several)**

Gazetted: 22 June 2017

Closing Date: 29 June 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 Business, Performance Information and Decision Support Branch sits within Corporate Division and aims to be a centre of excellence for collating and organising data, transforming data into information and communicating the information throughout ACT Health. The Performance Information Portal is a key part of our vision to provide a self-service information portal to assist ACT Health Executive and Staff in accessing information and for ACT Health to provide a transparent platform to understand and measure our performance. Our Vision is to maximise patient outcomes and the efficiency and transparency of our services by providing the right information to the right people at the right time. This position is responsible to uphold organisational goals of performance, information and decision support to operational areas. The position provides support to ACT Health managers to investigate activity and performance, to analyse operational data and provide decision support tools to operational areas, and support and advice on the development of a robust, validated and secure data management system.

Eligibility/Other Requirements: Desirable: Demonstrated experience in writing for government; demonstrated experience in the use of Microsoft Office Suite; knowledge or experience in the use of data systems in the healthcare sector and associated business processes; demonstrated experience in the use of data analytic tools, and experience in query development in SQL; knowledge of data quality processes, and experience in data extraction, analysis and report writing. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Trent Yeend (02) 6205 4810 trent.yeend@act.gov.au

## **Population Health**

### **Health Protection Service**

#### **HPI Program Safety**

##### **Business Improvement Manager**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 25193, expected vacancy)**

Gazetted: 22 June 2017

Closing Date: 29 June 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 Business Support Services (BSS) Section of Health Protection Service (HPS) is seeking suitable applicants to fill the position of Business Improvement Manager (BIM). The Business Improvement Manager coordinates a number of HPS programs including, but not limited to, the Customer Satisfaction Surveys and HPS Internal Audits. The BIM is responsible for identifying and participating in quality improvement activities for the Branch, managing SharePoint sites, smart form development, database administration, HPS content on the ACT Health website, along with coordination and input into corporate/business activities of the Service. The position reports directly to the Manager, Business Support Services and is responsible for supervising both the BSS Database Administrator and BSS Project Officer positions.

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

Contact Officer: Cathie Smith (02) 6205 1714 cathie.smith@act.gov.au

**Canberra Hospital and Health Services**

**Chief of Clinical Operations**

**Imaging**

**Health Professional, Medical Resonance Imaging**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 19408)**

Gazetted: 22 June 2017

Closing Date: 6 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The successful applicant will need to perform all aspects of MRI while observing departmental protocols and MRI Safety measures at all times. The successful applicant will participate in more complex procedures with the approval and supervision of the Health Professional Level 5 in the area.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). **Eligible for membership with** the Australian Society of Medical Imaging and Radiation Therapy (formerly the Australian Institute of Radiography). Australian Society of Medical Imaging and Radiation Therapy (formerly the Australian Institute of Radiography) MRI Level 1 certification. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Desirable: Minimum 5 Years MRI experience. Expertise in advanced MRI applications. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Notes: The successful applicant will be required to participate in weekend, out of hours and on-call rosters. An order of merit will be established which may be used to fill future full-time and/or part-time, permanent and temporary positions at level, which may arise over the next 12 months. Applicants must provide two written referee reports which address the selection criteria. Selection may be based on written application and referee reports only.

Contact Officer: Samantha Wilson (02) 6244 2527 sam.wilson@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.

**Canberra Hospital and Health Services**

**Women Youth and Children**

**Women, Youth and Children**

**Audiometry**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 18647)**

Gazetted: 22 June 2017

Closing Date: 29 June 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 Audiometry Nurse Service works with children from 18 months to 18 years to provide a full hearing assessment that includes the client's hearing health history; inspection of the ear canal and ear drum (otoscopy); tympanometry that will assess the middle ear function; and a hearing assessment (audiometry). The Audiometry Nurse provides information and education that assists the family and child's school to maximise the child's hearing health outcome.

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

Notes: This is a permanent part-time role available for 16:00 hours over two days a week and the full-time salary noted above will be pro-rata. Currently vacant are Monday and Tuesday however there is room for negotiation regarding which days are worked.

Contact Officer: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

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

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

#### **Women, Youth and Children Community Health Programs**

#### **School Youth Health Nurse**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 17044)**

Gazetted: 22 June 2017

Closing Date: 6 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT School Youth Health Nurse (SYHN) Program is seeking a Registered Nurse with experience working in a community setting to join their team. You may have a clinical background in specialities such as youth mental health, sexual health or drug and alcohol; or you may have experience as a Youth Health Nurse in another state or territory. This is a unique opportunity for you to utilise your diverse skills in this challenging but very rewarding role. The position is well supported by a Clinical Nurse Consultant and you will be part of a friendly, experienced and supportive team, with a great workplace culture.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have a current driver's licence. Experience and/or qualifications in Youth Health, Mental Health and/or Adolescent Health are desirable. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: The SYHN works under schedule 4 of the ACT Nursing and Midwifery Enterprise Bargaining Agreement (EBA) 2013-2017; page 151. In brief; you do not work during school holidays throughout the year and you take your accrued annual leave during the Christmas school holidays. If you would like more information regarding this position we encourage you to phone the contact officer. This is a permanent full-time position. Work hours are 08:30-17:00hrs Monday to Friday. The position is based in a high school four days a week and in the office at 1 Moore Street, Civic every Wednesday.

Contact Officer: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

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

#### **Medicine**

#### **Acute Support Services**

#### **Social Worker**

#### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20762)**

Gazetted: 22 June 2017

Closing Date: 6 July 2017

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

and support of patients across a number of acute hospital settings. These include all the Medical and Surgical wards, Intensive Care, the Emergency Department, Maternity and Paediatric wards and a range of outpatient settings. Social Workers assist patients, their families and carers to respond effectively to personal and practical concerns or issues that result from changes in the patient's health. Services are based on values that support people to make their own decisions about their circumstances. Social Workers work as part of the health care team, to assist patients achieve their goals. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: Applications are invited from experienced Social Workers interested in working in establishing new services and improving existing services in a challenging acute hospital environment. The successful applicant will work within a social work clinical prioritisation framework providing service to one or a number of adult, maternity and paediatric inpatient and outpatient units. Opportunities exist to initiate quality improvement activities, provide professional supervision, rotate areas of clinical responsibility, participate in professional development activities and undertake further education. Social Work service provides leadership in psychosocial care of patients and their families or carers. Services include crisis support, assessment and identification of issues and concerns, problem solving, counselling and linkage with specialist services, access to resources, discharge planning and advocacy. The overall function of the position is to promote positive client outcomes through the provision of high quality clinical services, networking and liaison with service providers, health promotion activities and education. Quality improvement, research, provision of supervision and rotation across clinical areas and ability to work as part of a multidisciplinary team are expected roles of this position.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work. Current membership or eligibility for membership of the Australian Association of Social Workers. Five years experience post bachelor degree qualification in Social Work. A current driver's licence. Desirable: Previous hospital experience. Please note prior to commencement successful candidates will be required to undergo a pre-employment police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment offer being made. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: A merit list will be created from this process and may be used to fill full-time and part-time vacancies which occur over the next 12 months. Selection may be based on written application only or a combination of application and interview. This position may be required to participate in overtime, on call and/or rotation roster.

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

## **Quality Governance and Risk**

### **People and Culture**

#### **Employment Services**

##### **Project Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15066)**

Gazetted: 22 June 2017

Closing Date: 29 June 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 People Strategy and Services team is responsible for the strategic and operational management of the People Strategy and Services Branch, ensuring the effective and efficient operation of strategic people management advice, policy and programs across ACT Health. This position will provide advice and assistance to staff, Managers and Executives on general HR matters.

Eligibility/Other Requirements: Desirable: An understanding of employee relations practices in a public service environment, and experience in applying conditions of service relating to senior medical practitioners. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Steven Linton (02) 6207 5569 [steven.linton@act.gov.au](mailto:steven.linton@act.gov.au)

**Canberra Hospital and Health Services  
Medicine**

**Canberra Sexual Health Centre**

**Administrative Officer Class 4- Office Manager**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 30688)**

Gazetted: 22 June 2017

Closing Date: 29 June 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: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Canberra Sexual Health Centre is based at Canberra Hospital. We provide outpatient clinic-based care for sexual health and HIV patients as well as an innovative outreach program in non-clinical settings. We have a strong philosophy of teamwork, evidence based practice and continuing professional development, which is supported by a weekly in-service program. This position reports directly to the Director of Canberra Sexual Health Centre and the Administration Manager for Division of Medicine.

Eligibility/Other Requirements: Mandatory: Strong organisational skills with a high degree of drive and adaptability and flexibility to accommodate change and provide responsive services to meet divisional and clients' needs.

Desirable: Medical typing experience and a Certificate in administration. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Melissa Warylo (02) 6244 2063 melissa.warylo@act.gov.au

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Paediatrics**

**Registered Nurse Paediatrics**

**Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 24933, several)**

Gazetted: 22 June 2017

Closing Date: 6 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for each child and family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is child friendly and developmentally appropriate, with the opportunities for learning and play seen as fundamental. The environment is also safe, functional and comfortable, with a bed for a parent to sleep in each room. We are committed to staff excellence, with a rich culture of ongoing professional development in the speciality of Paediatrics. You will meet under graduate and post graduate nursing, allied health and medical students who are studying to gain qualifications,

and we greatly value our strong links with the ANU Medical School, Australian Catholic University and the University of Canberra.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Tertiary qualifications or equivalent in Paediatric or Child Health Nursing. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Notes: These are temporary positions available for a period of 12 months. There are full-time and part-time positions available. Part-time hours will be negotiable. The salary noted above will be pro rata for part-time hours.

Contact Officer: Donna Cleary (02) 6174 7575 [donna.cleary@act.gov.au](mailto:donna.cleary@act.gov.au)

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

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

#### **Women's and Children's Health Operational**

#### **Administrator**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 24240)**

Gazetted: 22 June 2017

Closing Date: 29 June 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 exciting opportunity exists for a dynamic and motivated person interested in the position of Outpatient Administration Officer within the Centenary Hospital for Women and Children (CHWC). This position sits within the Division of Women, Youth and Children and provides support to; Paediatrics, Maternity and Gynaecology, Fetal Medicine Unit, Maternity Assessment Unit and Birth Centre

Eligibility/Other Requirements: A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is required. Previous Medical administration experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a three month period with the possibility of extension and/or permanency. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Stephanie Edwards (02) 6217 7677 [stephanie.a.edwards@act.gov.au](mailto:stephanie.a.edwards@act.gov.au)

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

#### **Medicine**

#### **Acute Support Services**

#### **Physiotherapist- New Graduate**

#### **Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 29649, several)**

Gazetted: 22 June 2017

Closing Date: 6 July 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and

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

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check, comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: These positions are temporary and are available from 4 September 2017 for 12 months with the possibility of extension. HP1 positions are rotational positions. You will be required to participate in an overtime 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.

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

**Canberra Hospital and Health Services  
Rehabilitation, Aged and Community Care  
Community Care Program  
Community Nurse**

**Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 27109)**

Gazetted: 22 June 2017

Closing Date: 29 June 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: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post acute support, palliative and end of life care. Services are delivered in a clinic or domiciliary setting. An exciting and rewarding opportunity exists for a medication endorsed Enrolled Nurse to work in a friendly, progressive and supportive environment,

providing community nursing services to the residents of Canberra, in their homes and in Health Centre clinics. The Community Care Program is seeking applications from Enrolled Nurses to permanently fill a full time community nursing position with the possibility of working weekends. Enrolled Nurses interested in working in community nursing should have a variety of clinical experience and be committed to high quality customer service with a multidisciplinary focus. A comprehensive orientation program and training schedule will be provided to the successful applicant. Interested nurses are encouraged to speak with the contact officer to discuss this position. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and have a current driver's licence. Desirable: Recent experience in a range of clinical hospital and/or community health settings is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Judith Perry (02) 6205 1285 judith.perry@act.gov.au

**Canberra Hospital and Health Services**

**Women's, Youth and Children**

**WCH Operational**

**Outpatient Administration Officer**

**Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 25103, several)**

Gazetted: 22 June 2017

Closing Date: 29 June 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 exciting opportunity exists for dynamic and motivated persons interested in the position of Outpatient Administration Officer within the Centenary Hospital for Women and Children (CHWC). These positions sit within the Division of Women, Youth and Children and provide support to; Paediatrics, Maternity and Gynaecology, Fetal Medicine Unit, Maternity Assessment Unit and Birth Centre. The successful applicants will be enthusiastic, have excellent interpersonal skills and customer service skills, as well as previous experience in medical administration. A high level of knowledge and demonstrated ability in the use of health based IT systems including ACTPAS is required. Eligibility/Other Requirements: Desirable: Previous medical administration experience. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: These are temporary positions available for a period of three to six months with the possibility of extension and/or permanency. An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process.

Contact Officer: Stephanie Edwards (02) 6174 7677 stephanie.a.edwards@act.gov.au

**Canberra Hospital and Health Services**

**Critical Care**

**Critical Care Administration**

**Emergency Department Administration Support Officer**

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 20958)**

Gazetted: 22 June 2017

Closing Date: 29 June 2017

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



University. The Division of Critical Care is a business unit of Canberra Hospital and Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department; Capital Region Retrieval Services; Intensive Care Unit; Acute Clinical Services Unit; and Research and Service Development Unit. Canberra Hospital and Health Services (CHHS) Emergency Department is the major tertiary referral hospital and trauma centre for the ACT and surrounding region of NSW with 82,000 presentations each year. CHHS Emergency Department provides care for adults and children of all ages with specialised assessment and treatment for all illnesses and injuries. CHHS Emergency Department is a highly dynamic and skilled multidisciplinary team and aims for excellence in patient care. Overview of the work area and position: The Emergency Department Administration Support Officer provides day-to-day administrative support to the Canberra Hospital Emergency Department, 24 hours a day, seven days a week. The position reports to the Assistant Administration Manager, Division of Critical Care. Under broad direction, you will play a role in providing day-to-day support to the Emergency Department including, but not limited to: Patient registration, ward round, patient billing, phone management, stocking or supplies and general administrative tasks as directed.

Eligibility/Other Requirements: Mandatory: The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential.

Note: This is a temporary position available for a period of 12 month with the possibility of permanency. This is a part-time position at 18.38 hours per week. The salary noted above will be pro rata for part-time hours. This position attracts penalty rates for employees who are rostered to work outside the hours of 6:00pm and 6:30am as outlined in the ACT Public Service (Administrative and Related Classifications) Enterprise Agreement 2013-17. Contact Officer: Haylee Snowdon (02) 6244 4115 haylee.snowdon@act.gov.au

**Canberra Hospital and Health Services**  
**Mental Health, Justice Health, Alcohol and Drug Services**  
**Rehabilitation and Specialty Mental Health**  
**Health Support Officer**  
**Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: 29800)**

Gazetted: 22 June 2017

Closing Date: 29 June 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Brian Hennessy Rehabilitation Centre (BHRC) is a 30 bed, mental health rehabilitation facility that provides individualised care, based on recovery principles, to consumers with moderate to severe mental illness. The service aims to provide collaborative care involving the consumer, their carers and other key services whilst utilising evidence based interventions within a rehabilitation context and with a recovery focus. The interventions offered in this setting are aimed toward consumers achieving independent living skills, improved mental health and integration back into the community. Where possible, BHRC accesses services in the community rather than in-house programs in accordance with rehabilitation principles. The Centre offers 24 hour care and support with staff work a rotating roster. The Health Support Officer (HSO) works within a multi-disciplinary team, under the supervision and direction of a registered nurse to support and assist consumers where needed.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Knowledge of, and experience of, working with people living with a mental illness. Mental Health Certificate IV or working towards similar. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

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

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

**Justice and Community Safety**

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

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

**Strategic Finance**

**Deputy Chief Finance Officer**

**Executive Level 1.2 \$211,059 - \$220,120 depending on current superannuation arrangements, Canberra (PN: E761)**

Gazetted: 20 June 2017

Closing Date: 4 July 2017

Details: We are seeking applications from experienced senior executive to fill the role of Deputy Chief Finance Officer. The Deputy Chief Finance Officer is a key position within the Justice and Community Safety Directorate. The role assists the Chief Finance Officer with the provision of finance support services and advice across the Directorate and to the Ministers. The position is responsible for providing the day to day leadership of the Strategic Finance Unit which delivers the support and financial services required to manage the Directorate's budget and strategic financial services.

The ideal candidate will have extensive strategic leadership experience and a demonstrated record of achievement and sound knowledge of financial management within a public sector environment.

Remuneration: From 1 July 2017, the position attracts a remuneration package ranging from \$211,059 - \$220,120, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$164,759.

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: Moira Crowhurst (02) 6207 8420 [moira.crowhurst@act.gov.au](mailto:moira.crowhurst@act.gov.au)

**ACT Government Solicitor**

**Property and Commercial**

**Special Counsel/Manager**

**Government Solicitor 4 \$165,740 - \$184,063, Canberra (PN: 37020, several)**

Gazetted: 15 June 2017

Closing Date: 30 June 2017

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. The ACTGS is comprised of 75 lawyers and is a client-focused organisation, taking a collaborative, professional and pragmatic approach to providing legal services. We are a responsive and supportive team, actively encouraging professional development, and providing flexible work arrangement opportunities. We offer highly competitive remuneration packages. The Territory has announced new structural arrangements for delivering the Territory's new suburbs, land release program, urban renewal projects and suburban renewal activities. The ACT Government is pursuing major redevelopment projects within declared urban renewal precincts in addition to the ACT Government's existing extensive land related activities, including strategic and well designed land and estate development and the delivery of affordable housing solutions. The ACTGS is seeking to recruit permanent and/or temporary highly skilled property lawyers, at the Government Solicitor (GS4) level, to assist in delivering the ACT Government's dynamic property program.

Working as part of the Property and Commercial team successful candidates will have: significant experience in and a demonstrated ability to prepare and settle complex property related agreements; a demonstrated ability to provide complex legal advice in a client friendly manner and manage complex legal files; experience in managing the delivery of quality client service; experience in providing supervision, leadership, direction and guidance to a team of younger less experienced lawyers; experience in persuading and influencing opinion and preparing high level and sensitive materials strong communication and interpersonal skills; flexibility, enthusiasm, initiative and drive; and a strong desire to help the Territory achieve its strategic goals. Experience in advising Government and a familiarity with Government processes is desirable but not necessary. Further information can be found on the ACTGS website at [www.actgs.act.gov.au](http://www.actgs.act.gov.au)

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner. Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria. Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017 [ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017](#).

Note: There are several temporary and permanent positions available for filling. Successful applicants must be available to commence in their new role within six weeks of acceptance of employment. An order of merit may be

established for the purposes of recruiting similar positions at level which may arise over the next 12 months. Applicants may be selected on application only.  
Contact Officer: Kristin Leece (02) 620 70966 kristin.leece@act.gov.au

**ACT Government Solicitor  
Property and Commercial  
Principal Solicitor**

**Government Solicitor 3 \$139,152 - \$157,416, Canberra (PN: 24396, several)**

Gazetted: 15 June 2017

Closing Date: 30 June 2017

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. The ACTGS is comprised of 75 lawyers and is a client-focused organisation, taking a collaborative, professional and pragmatic approach to providing legal services. We are a responsive and supportive team, actively encouraging professional development, and providing flexible work arrangement opportunities. We offer highly competitive remuneration packages. The Territory has announced new structural arrangements for delivering the Territory's new suburbs, land release program, urban renewal projects and suburban renewal activities. The ACT Government is pursuing major redevelopment projects within declared urban renewal precincts in addition to the ACT Government's existing extensive land related activities, including strategic and well designed land and estate development and the delivery of affordable housing solutions. The ACTGS is seeking to recruit permanent and/or temporary highly skilled property lawyers, at the Government Solicitor (GS3) level, to assist in delivering the ACT Government's dynamic property program. Working as part of the Property and Commercial team successful candidates will have: significant experience in and a demonstrated ability to prepare and settle complex property related agreements; a demonstrated ability to provide complex legal advice in a client friendly manner and manage complex legal files; experience in managing the delivery of quality client service; experience in providing supervision, leadership, direction and guidance to a team of younger less experienced lawyers; experience in persuading and influencing opinion and preparing high level and sensitive materials strong communication and interpersonal skills; flexibility, enthusiasm, initiative and drive; and a strong desire to help the Territory achieve its strategic goals. Experience in advising Government and a familiarity with Government processes is desirable but not necessary. Further information can be found on the ACTGS website at [www.actgs.act.gov.au](http://www.actgs.act.gov.au).

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner. Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria. Employment conditions are detailed in the [ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017](#).

Note: There are several temporary and permanent positions available for filling. Successful applicants must be available to commence in their new role within six weeks of acceptance of offer of employment. An order of merit may be established for the purposes of recruiting similar positions at level which may arise over the next 12 months. Applicants may be selected on application only.

Contact Officer: Kristin Leece (02) 620 70966 kristin.leece@act.gov.au

**Legislation, Policy and Programs  
Justice, Planning and Safety Programs  
Policy Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42677)**

Gazetted: 21 June 2017

Closing Date: 28 June 2017

Details: Legislation, Policy and Programs is seeking a motivated Policy Officer to join the Justice Planning and Safety Programs team at the Administrative Services Officer Class 6 level (ASO6). The team has a key role in managing justice projects which invoke a whole-of-government and community approach to identifying and responding to priority crime and safety concerns; managing the ACT Policing Purchase Agreement; and coordinating briefings for national forum meetings and Ministerially appointed bodies. Important functions of the position include promoting positive relationships with key stakeholders; preparing high quality policy advice to the government; managing service agreements and providing effective secretariat support for Ministerially appointed bodies.

Eligibility/Other Requirements: Relevant tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice environment would be highly desirable. Knowledge of or experience using electronic record management systems to progress work would also be desirable.

Contact Officer: Nova Inkpen (02) 6205 4786 nova.inkpen@act.gov.au

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

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

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

#### **Chief Operating Officer Group**

#### **Governance and Business Solutions**

#### **Business Solutions**

#### **Facilities Manager**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19749)**

Gazetted: 15 June 2017

Closing Date: 29 June 2017

Details: The successful applicant will have demonstrated knowledge in facilities management and execution to meet demanding schedules and provide professional business advice and assistance to other managers within the Directorate. The section works collaboratively with all business units across the Directorate, and is expected to be supportive and flexible in its approach to meeting its objectives.

Contact Officer: Renee Rocha (02) 6207 8679 renee.rocha@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***

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

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

Patrick Mau 848-68228, Section 68(1), 20 June 2017

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

Garreth Alexander O'Dwyer 853-61437, Section 68(1), 6 July 2017

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

Peter Polhuis 853-61832, Section 68(1), 15 June 2017

### **Community Services**

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

Maria Brady 853-61461, Section 68(1), 22 June 2017

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

Janet Dawson 848-77271, Section 68(1), 21 June 2017

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

Kim Williamson 853-61453, Section 68(1), 15 June 2017

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

Hansraj Balakrishnan: 85358465, Section 68 (1), 21 June 2017

### **Education**

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

Beth Mitchell 848-82791, Section 68(1), 21 June 2017

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

Zdenek Vavrina 846-98193, Section 68(1), 20 June 2017

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

Sarah Harvey: 853-61090, Section 68 (1), 13 June 2017

### **Health**

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

Katie Burke 847-00214, Section 68(1), 31 July 2017

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

Kelly Cameron 853-61066, Section 68(1), 19 June 2017

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

Olivia De Carvalho 845-20600, Section 68(1), 22 June 2017

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

Winelda Estrada 853-61525, Section 68(1), 10 July 2017

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

Kelly Gibson 844-34876, Section 68(1), 19 June 2017

**Clinical Coder \$63,045 - \$78,150**

Jeanette Linsley 840-27875, Section 68(1), 26 June 2017

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

Darren Pert 853-60901, Section 68(1), 17 July 2017

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

Radha Poudel 853-61269, Section 68(1), 10 July 2017

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

Prince Ramirez 845-01995, Section 68(1), 15 June 2017

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

Sonia Wade 825-48087, Section 68(1), 19 June 2017

**Transport Canberra and City Services**

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

Sarah Naomi Burns 853-61226, Section 68(1), 5 June 2017

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

Lian Yui Siew 853-62018, Section 68(1), 19 June 2017

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

Carena Soldo 848-65713, Section 68(1), 14 June 2017

**TRANSFERS**

**Chief Minister, Treasury and Economic Development**

**Leon Fraser: 799-97535**

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

Canberra Institute of Technology

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 02371) (Gazetted 26 April 2017)

**Health**

**Renee Cooper: 820-99357**

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

Health

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

Health, Canberra (PN. 23817) (Gazetted 11 May 2017)

**Martin Ngor: 831-24366**

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

Health

To: Registered Nurse Level 1 \$63,548 - \$84,888  
Health, Canberra (PN. 21166) (Gazetted 2 March 2017)

**Vinithalatha Paranawidandage Dona: 824-31903**

From: Registered Nurse Level 1 \$63,548 - \$84,888  
Health  
To: Registered Nurse Level 1 \$63,548 - \$84,888  
Health, Canberra (PN. 13560) (Gazetted 2 March 2017)

**Helen Gustafsson: 838-54393**

From: Senior Medical Physics Specialist \$142,147 - \$166,751  
Health  
To: Senior Medical Physics Specialist \$142,147 - \$166,751  
Health, Canberra (PN: 23943) (Gazetted 16 March 2017)

***PROMOTIONS***

**Chief Minister, Treasury and Economic Development**

**Policy and Cabinet**

**Territory Records Office**

**Anne Elizabeth Paliaga: 844-83635**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Transport Canberra and City Services  
To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Chief Minister, Treasury and Economic Development, Canberra (PN. 14092) (Gazetted 21 April 2017)

**Strategic Finance**

**Zachary Thomas: 835-96283**

From: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$100,462 - \$108,140  
Chief Minister, Treasury and Economic Development, Canberra (PN. 31776) (Gazetted 24 April 2017)

**Land Development and Corporate**

**Office of the Coordinator General**

**City Activation Unit**

**Mark Usherwood: 848-63961**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Chief Minister, Treasury and Economic Development  
To: †Senior Officer Grade C \$100,462 - \$108,140  
Chief Minister, Treasury and Economic Development, Canberra (PN. 15090) (Gazetted 24 May 2017)

**Community Services**

**Housing and Community Services**

**Asset Management**

**Contract Management**

**Christopher Muir: 781-68217**

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

Community Services

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

Community Services, Canberra (PN. 20024) (Gazetted 9 March 2017)

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

**Housing and Community Services**

**Asset Management**

**Contract Management**

**Andrew Roylance: 261-30276**

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

Community Services

To: †Senior Officer Grade A \$137,415

Community Services, Canberra (PN. 17967) (Gazetted 9 December 2016)

**Education**

**Office of Schools**

**South Weston Network**

**Canberra College**

**Sonya Anne Bell: 827-24618**

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

Education Directorate

To: School Assistant 4 \$61,214 - \$66,285

Education, Canberra (PN. 34761) (Gazetted 18 May 2017)

**Office of Schools**

**South Weston Network**

**Canberra College**

**Richard Gordon Minards: 824-43939**

From: General Service Officer Level 8 \$64,188 - \$67,825

Education and training

To: General Service Officer Level 10 \$79,824 - \$91,356

Education, Canberra (PN. 37915) (Gazetted 17 May 2017)

**Office for Schools**

**Tuggeranong**

**Monash Primary School**

**Suzan Visentin: 751-78604**

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

Education

To: School Assistant 4 \$61,214 - \$66,285

Education, Canberra (PN. 34766) (Gazetted 17 May 2017)

**Office of Schools**

**South Weston Network**

**Canberra College**

**Julie Anne Watts: 816-78912**

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

Education

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

Education, Canberra (PN. 32194) (Gazetted 19 May 2017)



**Health**

**Canberra Hospital and Health Services**

**Medicine**

**Medical**

**Jennifer Fraser: 835-95280**

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

To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Health, Canberra (PN. 13141) (Gazetted 11 May 2017)

**Canberra Hospital and Health Services**

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

**Donate Life**

**Emily Guthrie: 853-62173**

From: Registered Nurse Level 2 \$88,249 - \$93,533  
Calvary Health Care ACT (Public)

To: †Registered Nurse Level 3.2 \$114,377  
Health, Canberra (PN. 38792) (Gazetted 27 April 2017)

**Canberra Hospital and Health Services**

**Chief of Clinical Operations**

**Imaging**

**Ashley Hoolihan: 817-43278**

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

To: †Health Professional Level 4 \$100,462 - \$108,140  
Health, Canberra (PN. 19287) (Gazetted 18 May 2017)

**Canberra Hospital and Health Services**

**Surgery and Oral Health**

**Operating Room**

**Bindhu Jexin: 824-32455**

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

To: Registered Nurse Level 2 \$88,249 - \$93,533  
Health, Canberra (PN. 24446) (Gazetted 13 April 2017)

**Canberra Hospital and Health Services**

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

**Alcohol and Drug Program**

**Ann Kelly: 827-83220**

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

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339  
Health, Canberra (PN. 16030) (Gazetted 11 May 2017)

**Canberra Hospital and Health Services**

**Chief of Clinical Operations**

**Imaging**

**Amy Krause: 830-80586**

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

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

Health, Canberra (PN. 23837) (Gazetted 18 May 2017)

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

**David Legge: 845-22243**

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

Health

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

Health, Canberra (PN. 27068) (Gazetted 2 February 2017)

**Canberra Hospital and Health Services**

**Shannon Lowes: 817-40931**

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

Health

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

Health, Canberra (PN. 17260) (Gazetted 13 April 2017)

**Canberra Hospital and Health Services**

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

**Ryan Sharpe: 845-19562**

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

Health

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

Health, Canberra (PN. 29045) (Gazetted 25 May 2017)

**Justice and Community Safety**

**ACT Law Courts and Tribunal**

**Magistrates Court**

**Registry Operations – Civil Unit**

**Maria Bouzas: 783-11490**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 42343) (Gazetted 4 May 2017)

**ACT Law Courts and Tribunal**

**Magistrates Court**

**Registry Operations – Civil Unit**

**Michelle Robyn Dunn: 791-29316**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 43618) (Gazetted 3 March 2017)

**Transport Canberra and City Services**

**Chief Operating Officer Group**

**Human Resources**

**Organisational Development**

**Anthony Simon: 827-26621**

From: Ambulance Paramedic \$70,647 - \$79,475 plus penalties

Justice and Community Safety

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

Transport Canberra and City Services, Canberra (PN. 15153) (Gazetted 24 April 2017)

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