



ACT Government Gazette

Gazetted Notices for the week beginning 19 April 2018

VACANCIES

ACT Audit Office

**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**

Executive

Director, Financial Audit

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E212)

Gazetted: 23 April 2018

Closing Date: 15 May 2018

Details: The ACT Audit Office is an independent Officer of the Legislative Assembly. The Audit Office supports the Auditor-General in carrying out the functions of the Audit Office, with a view to promoting public accountability in the public administration of the Australian Capital Territory. To achieve this, the Audit Office performs a range of activities, which includes conducting performance audits and financial statement audits and considering public interest disclosures received under the *Public Interest Disclosure Act 2012*.

The Audit Office is seeking a senior executive of proven ability to lead its Financial Audit Group. The Director, Financial Audits reports to the Auditor-General and is a key member of the Audit Office's Executive Team. The Director is responsible for:

achieving planned outcomes for the Audit Office as set out in the Audit Office's Strategic Plan and supporting Financial Audit Action Plan;

completion of the financial statement audit program in accordance with relevant Auditing Standards and within required timeframes;

demonstrating leadership and modelling integrity by applying sound judgement and ethics and providing frank and fearless advice in meeting responsibilities as a key member of the Audit Office's Executive Team; and

building strong relationships and collaborating effectively by representing the Audit Office to the Legislative Assembly and its Committees, public sector agencies, interacting with staff and stakeholders in a fair, decent and professional manner and responding effectively to staff concerns.

As Chief Finance Officer, the Director, Financial Audits is responsible for overseeing the Audit Office's financial and budgetary management and reporting.

Eligibility and Other requirements: Relevant tertiary qualifications and/or professional memberships are highly desirable. All ACT employees are required to undergo employment screening. This position is a Position of Trust 1 and therefore, the successful candidate will be required to gain and maintain a Baseline National Security Clearance. If a security clearance is not successful, employment in the position will not commence or, if already commenced, will be terminated.

Remuneration: The successful applicant will be engaged under a performance based contract (up to five years); which includes a remuneration package ranging from \$228,037 to \$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 a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Notes: Assessment of applicants for this position may include a review of written applications, psychometric and practical skills analysis, consideration of referee comments, and one or more interviews.

The position is located in Canberra. A relocation allowance is available to assist successful applicants to relocate from a residence outside the ACT to Canberra.

Contact Officer: Further information about the position is available from Rosario San Miguel (Acting Principal, Professional Services) (02) 6207 0905 rosario.sanmiguel@act.gov.au.

Calvary Health Care ACT (Public)

Various

Registered Nurses

Registered Nurse Level 2 \$88249 - \$93533, Canberra (PN: Several)

Gazetted: 24 April 2018

Closing Date: 7 May 2018

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

Reference Number 17200

Contact Officer: HR@calvary-act.com.au (02) 6201 6982 HR@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

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

Brand and Business Development

Industry Engagement and Strategic Relations

Industry Engagement Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 34209)

Gazetted: 19 April 2018

Closing Date: 7 May 2018

Details: CIT is looking to employ an Industry Engagement Support Officer to support the CIT Business Growth and Development Team. The team operates under CIT's Strategic Compass Business Development and Industry Partnerships Project. This initiative is committed to working collaboratively across CIT to know and understand CIT's program offerings; and have a passion for marketing CIT's VET programs to businesses/customers in the ACT and region. The team is responsible for the development and coordination of existing and priority market initiatives, and will contribute to the growth of CIT by working collaboratively and leveraging the expertise across CIT to deliver innovative training solutions for external stakeholders/customers/students. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available for a period of two years with the possibility of extension up to five years. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

Contact Officer: James Latimore (02) 6207 3222 james.latimore@cit.edu.au

Health, Community and Science

Children's Education and Care

Senior Teacher

Teacher Level 2 \$100,508, Canberra (PN: 35384)

Gazetted: 23 April 2018

Closing Date: 30 April 2018

Details: Canberra Institute of Technology (CIT) Children's Education and Care Department is seeking an experienced teacher with professional knowledge and practical experience. Duties will include the provision of quality vocational leadership and project management of educational and related activities within the various departmental programs, as well as contribute to the achievement of departmental goals.

Eligibility/Other requirements: Experience in the use of databases and reporting tools such as Banner, Argos and eLearn/Moodle is highly desirable. Familiarity with apprenticeships and trainees systems is needed. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment

we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This position is for temporary position available until 31 July 2018 with the possibility of extension.

Contact Officer: Clare Smith (02) 6205 4152 clare.smith@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Communication and Engagement

Strategic Communication, Media and Protocol

Senior Communication Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19233)

Gazetted: 20 April 2018

Closing Date: 4 May 2018

Details: We are looking for a temporary Senior Communications Officer to join the Strategic Communication, Media and Protocol Team within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD). If you are an experienced communication professional with proven strategic and tactical skills in both traditional and digital communication, then we'd love to hear from you. You will develop and implement communication strategies under minimal supervision, to meet the strategic priorities and objectives of the Chief Minister's Office, CMTEDD, and other ACT Government Directorates.

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

How to Apply: If you possess excellent oral and written communications skills, thrive in a fast-paced environment, and excel at building stakeholder relationships, please submit your Curriculum Vitae, one page pitch and contact details of two referees. In your pitch, we're keen to hear about your greatest career achievement and why that makes you the best person for the role. It is recommended you reach out to the contact officer to obtain further advice on the role and your application.

Contact Officer: Joanna Le (02) 6205 3240 joanna.le@act.gov.au

Shared Services

Information Communications Technology

Technology Services

Resource and Design Coordinator

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 15730)

Gazetted: 24 April 2018

Closing Date: 8 May 2018

Details: Applications Service Delivery (ASD) are seeking an experienced and motivated person to co-ordinate and assign resources for project work to each of the (ASD) teams and coordinate all design review tasks undertaken by the ASD teams. This will include liaising with and building relationships with all Shared Services Information Communications Technology (SSICT) stakeholders as well as conducting the initial review of, and where appropriate ensuring all ASD technical teams review and provide feedback for, technical and design documents. The role is also responsible for recording service billing and generating detailed reports.

Eligibility/Other Requirements: The successful applicant will need to hold or be able to rapidly obtain an ACT Government Baseline Security Clearance

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

How to Apply: After reviewing the position description please provide a written response to the "What you require" criteria listed, describing experience and claims of suitability. Applications should be limited to cover sheets, applicant resume and not more than three pages of criteria response.

Contact Officer: Ash Rutledge (02) 6207 5293 ash.rutledge@act.gov.au

Strategic Finance

Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37266, several)

Gazetted: 20 April 2018

Closing Date: 4 May 2018

Details: We are seeking for a highly motivated Finance Officer to assist in the preparation of financial reports, budget documents and provide support in accounting and financial administration. The successful applicant will have the capacity in working with large quantities of data, good attention to detail and the ability to manage and complete multiple tasks in timely manner in collaboration with various stakeholders including members of Chief Minister, Treasury and Economic Development (CMTEDD) Strategic Finance team. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/other requirements: Accounting qualifications or study towards accounting qualifications is required.

Previous experience working with finance systems, in particular TM1, would be an advantage.

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

Contact Officer: Trang Tran (02) 6205 6841 Trang.Tran@act.gov.au

Access Canberra

Workplace Protection

Workplace Safety Engagement

Inspector

ORS Inspector 6 \$79,824 - \$91,356, Canberra (PN: 40477)

Gazetted: 24 April 2018

Closing Date: 8 May 2018

Details: Workplace Protection is seeking an Inspector who will undertake workplace inspections and investigations, by engaging, educating and enforcing the work health and safety and other relevant legislation administered by our team. This position will be a dedicated resource to focus specifically on safety of apprentices in the Territory. An understanding of apprentice safety issues and demonstration of effective stakeholder engagement would be an advantage in your application.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension.

Contact Officer: Jennifer Gray (02) 6205 3468 jennifer.gray@act.gov.au

Workplace Safety and Industrial Relations Division

Regulatory Policy Branch

Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37072)

Gazetted: 24 April 2018

Closing Date: 8 May 2018

Details: The Regulatory Policy Branch is seeking a highly motivated, experienced and suitably qualified person to fill the role of a Policy Officer in the Branch. The Regulatory Policy Branch is responsible for ensuring that the legislative frameworks for workers' compensation, workplace safety, dangerous goods and industrial relations are operating efficiently and support reductions in the health, social and economic impact of work injury. This role will require you to assist in the delivery of legislative reform projects; represent the Directorate and the Territory on workplace safety and industrial relations matters and various sub-committees overseen by the Branch; communicate and engage with other Directorates and external stakeholders. The successful candidate will be expected to contribute to the strategic direction of the team and have demonstrated abilities to effectively communicate with influence, verbally and in writing, adapt to a continuously changing environment and deliver sound policy advice. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Knowledge of Workplace Safety and/or Industrial Relations issues and related tertiary qualifications is highly desirable.

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

Contact Officer: Ellen Lukins (02) 6205 3874 ellen.lukins@act.gov.au

Shared Services

Service Desk

HR/Finance Service Desk Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36221, several)

Gazetted: 20 April 2018

Closing Date: 27 April 2018

Details: Shared Services is seeking applications from interested candidates who are experienced customer service officers to join the HR/Finance Service Desk team. The position requires demonstrated skills and experience in the following areas: Provide a high level of customer service in responding to customer enquiries on the telephone and via email, actively contributing to achievement of key performance indicators; Provide expert advice and guidance on HR legislation, policies and ACT conditions of service to customers and Shared Services colleagues; Provide advice on financial policies and procedures, including APIAS (Invoice Automation), invoices and payments. Create and maintain records by inputting data into Service Desk systems accurately, within agreed timeframes and in accordance with Service Desk processes and contribute to the maintenance of effective personnel records by inputting data into HR systems.

Note: There are several short-term temporary contracts, commencing ASAP and mid-May available until 30 June 2018 with the possibility of extension and/or permanency. A merit list may be established to fill future vacancies at level, which may arise over the next 12 months.

How to Apply: Interested applicants should limit their responses against the Selection Criteria to three pages.

Contact Officer: Corey Stinson (02) 6205 4618 corey.stinson@act.gov.au

Procurement Property and Venues

ACT Property Group

Property Maintenance Services

Project Officer

Infrastructure Officer 1 \$66,251 - \$78,280, Canberra (PN: 27272)

Gazetted: 19 April 2018

Closing Date: 4 May 2018

Details: ACT Property Group is a flexible and agile workforce that provides high level customer service and support to our clients. We are seeking an enthusiastic and professional Project Officer to facilitate the delivery of cost effective, timely and quality project management services. As a Heating, Ventilation and Air Conditioning (HVAC) Project Officer, you will be required to oversee the delivery of multiple HVAC capital, minor works, maintenance and repairs to client's assets in accordance with their programs and expectations. You will also be required to provide technical and expert advice on HVAC issues to clients ensuring compliance with relevant industry legislation, standards and guidelines.

Eligibility/Other Requirements: A current driver's licence. Technical/Trade certificate in HVAC related work or relevant tertiary qualifications in the HVAC industry. Desirable: Certificate IV Project Management, Certificate IV Work Health and Safety (WHS), knowledge of hazardous materials management/removal and contract management.

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

Contact Officer: Robert Schaidreiter (02) 6213 0746 robert.schaidreiter@act.gov.au

Procurement, Property and Venues

ACT Property Group

Property Maintenance Services

Response Centre Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 22584, Several)

Gazetted: 23 April 2018

Closing Date: 7 May 2018

Details: Enjoy working in a diverse, fast paced, customer service environment? Want to learn more about how the ACT Government maintains its properties? This is your opportunity to join ACT Property Group's Response Centre! ACT Property Group (ACTPG) are looking for dedicated and professional individuals, who enjoy providing excellent customer service to join our Response Centre Team as Response Officers. The Response Centre operates between

7:30am and 5:00pm - five days a week providing a first point of contact for ACTPG clients and creating work orders for any maintenance issues. Sounds like fun? Apply Now!

Contact Officer: Andrew De Boni (02) 6213 0701 andrew.deboni@act.gov.au

Community Services

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

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

Children, Youth and Families

Children and Families

Child and Family Centres

Child and Family Worker

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 07913, several)

Gazetted: 20 April 2018

Closing Date: 27 April 2018

Details: Several temporary opportunities exist for Child and Family Workers within the three Child and Family Centres, located at Tuggeranong, Gungahlin and West Belconnen. The positions will be responsible for providing effective interventions for children and families, including group programs. As part of an integrated team, the Child and Family Workers will also develop, implement and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. The positions will work from the Child and Family Centres; in outreach settings; and in partnership with government and community sector organisations. The successful applicants will be resilient and flexible, with well-developed interpersonal communication skills. They will have the ability to work within a community development model and deliver a range of tailored and effective early intervention programs and supports for families with young children. Culturally safe and inclusive practice to inform positive outcomes for children and families is a priority, particularly for Aboriginal and Torres Strait Islander families. The Community Services Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Qualifications in Social Work, Psychology, Early Childhood Education or a related field; two year's experience in a relevant field of case management working with children and families; and a current driver's licence are essential.

Note: These are temporary positions available up to six months with the possibility of extension and/or permanency. An order of merit may be established to fill future temporary and permanent vacancies at level over the next 12 months.

Contact Officer: Joe Hutchinson (02) 6207 8228 joe.hutchinson@act.gov.au

Children and Families

Child Development Service

Early Childhood Educator

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 36137)

Gazetted: 23 April 2018

Closing Date: 7 May 2018

Details: The Early Childhood Educator will work in a community based, multidisciplinary team within the Child Development Service. They will provide interventions for families with children under school age, who are at risk of a developmental delay, including group programs. This position will work within the Child Development Service, as well as Child and Family Centres and provide outreach into schools and child care settings as required. They will be responsible for ensuring these children are linked with appropriate services and supports to assist with their development prior to beginning Kindergarten.

Eligibility/other requirements: Relevant tertiary qualifications in Early or Primary Education; a current drivers licence; demonstrated experience providing group programs to children under five years of age is highly desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People*

(Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available until April 2019. This position is part-time at 22:00 hours per week and the full-time salary noted above will be pro-rata.

Contact Officer: Melinda Connor (02) 6205 9004 melinda.connor@act.gov.au

Children, Youth and Families

Children and Families

Children and Family Centres

Child and Family Worker

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 19728, several)

Gazetted: 20 April 2018

Closing Date: 27 April 2018

Details: Several temporary opportunities exist for Child and Family Workers within the three Child and Family Centres, located at Tuggeranong, Gungahlin and West Belconnen. The positions will be responsible for providing effective interventions for children and families, including group programs. As part of an integrated team, the Child and Family Workers will also develop, implement and evaluate community development and education initiatives that work to strengthen the community for optimal child development outcomes. The positions will work from the Child and Family Centres; in outreach settings; and in partnership with government and community sector organisations. The successful applicants will be resilient and flexible, with well-developed interpersonal communication skills. They will have the ability to work within a community development model and deliver a range of tailored and effective early intervention programs and supports for families with young children.

Culturally safe and inclusive practice to inform positive outcomes for children and families is a priority, particularly for Aboriginal and Torres Strait Islander families. The Community Services Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply

Eligibility/Other Requirements: At least two year's recent experience in a relevant field of case management working with children and families; recent relevant experience working with Aboriginal and Torres Strait Islander families; and a current drivers' licence is essential.

Note: This is a temporary position available for up to six months with the possibility of extension. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Joe Hutchinson (02) 6207 8228 joe.hutchinson@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

Office for Schools

Tuggeranong Network

Lanyon High School

Information Technology Officer - Lanyon High School

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 03722)

Gazetted: 19 April 2018

Closing Date: 4 May 2018

Details: Lanyon High School is seeking a flexible and pro-active person to manage the Information Technology (IT) needs of the school. They will have the capacity to work effectively both independently and as part of a team. Ideally they will have the skills necessary to enhance the use of IT for teachers and administrators to meet the current and future needs of the school.

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

Note: This is a temporary position available until December 2018. This position is part-time at 22:50 hours per week and the full-time salary noted above will be paid pro-rata. Specific working hours/days are flexible and can be negotiated with the successful candidate.

Contact Officer: Kim Rice (02) 6142 1800 kim.rice@ed.act.edu.au

Office for Schools

North/Gunghalin Network

Cranleigh School

Classroom Teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 04230, several)

Gazetted: 20 April 2018

Closing Date: 5 May 2018

Details: Cranleigh School (P-6) is a Specialist School setting that caters for children with a significant intellectual disability and/or autism. We are seeking dynamic special educators who have a background and passion for teaching students with a disability. The successful applicants will be able to work in a collaborative educational team to deliver an engaging, differentiated learning program based on the Australian Curriculum and individual learning plans (ILPs). A strong commitment to providing all children with a voice through a range of communication approaches will be required. They will demonstrate and have the ability to meet the needs of students with diverse learning requirements in the areas of social skills, personal development, recreation programs, high and complex medical needs, and work in partnership with families. Applicants are encouraged to visit the schools website for detailed information and make contact with the contact officer directly.

Eligibility/Other Requirements: Prior to commencing in 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.

Note: This is a temporary position available until 21 December 2018 with the possibility of extension.

Contact Officer: Kylie Croke (02) 6142 0444 kylie.croke@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

South Weston Network

Melrose High School

Food Technology and Hospitality Teacher

Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 04869)

Gazetted: 20 April 2018

Closing Date: 27 April 2018

Details: Melrose High School is seeking a high performing Hospitality and Food Studies Teacher to work in the Arts/Technology faculty. Another subject area is desirable. Applicants should possess a strong knowledge of Hospitality/Food Studies curriculum and demonstrated ability to integrate a range of flexible, 21st Century informed and effective teaching strategies into classrooms.

Eligibility/Other Requirements: Prior to commencing in 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.

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

Contact Officer: Simon Vaughan (02) 6142 0700 simon.vaughan@ed.act.edu.au

Environment, Planning and Sustainable Development

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

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

Environment

Parks and Conservation

Fire, Forests and Roads

Parks and Conservation Service (PCS) Learning and Development Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 00453)

Gazetted: 23 April 2018

Closing Date: 7 May 2018

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) has responsibility within the ACT for policy development relating to nature conservation, climate change, waste, heritage, planning, transport planning, energy and water, together with regulatory responsibilities for development applications. EPSDD serves the government to provide the highest possible quality of services to the people of Canberra, with the objective of securing a sustainable future for the ACT and its community. The Parks and Conservation Service (PCS) is a branch of EPSDD with responsibility for the management of the ACT's conservation estate including Nature Reserves, National Parks, commercial softwood forests and rural lands. The management of bushfires is a core function of the Parks and Conservation Service across the land that it is responsible for. The position sits within the Fire, Forests and Roads section (FFR) and is responsible for the planning, development and management of training programs to ensure compliance with legislative requirements and enhance the capability of PCS to meet current and future business requirements. The position is responsible for coordinating and delivery of a range of learning and development programs and initiatives to support core functions and operations, and developing and implementing whole of PCS learning management strategies focusing on mandatory operational training needs, including fire management. Essential training needs to be delivered on a continuous basis to ensure that all EPSDD staff undertaking fire activities have current and relevant training.

Eligibility/ Other Requirements: This position is classified as a Fire Designated Position under the ACT Public Sector Administrative and Related Classifications Enterprise Agreement. Bushfire related activities, including bushfire suppression and rostered standby, are mandatory components of the position. Employment will be conditional upon successful completion of a nationally recognised firefighting task-based fitness assessment.

Note: The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Scott Farquhar (02) 6207 2194 scott.farquhar@act.gov.au

Environment

Nature Conservation Policy

Conservation, Planning and Research

Senior Conservation Planning Officer

Senior Professional Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40432)

Gazetted: 20 April 2018

Closing Date: 4 May 2018

Details: The Conservation Planning Section is seeking an experienced and enthusiastic officer to work in a small team which prepares statutory management plans and provides high level advice on natural resource planning and biodiversity conservation issues across the conservation estate in the ACT. The position requires knowledge and demonstrated experience in a diversity of natural resource management issues, conservation planning projects and government processes. The capacity to research and analyse complex environmental policy issues, high order written and oral communication skills, and demonstrated experience in successfully liaising with community organisations and community consultation are also essential.

Eligibility/ Other Requirements: A tertiary qualification in a relevant field of Natural Resource Management, Environmental Planning or related discipline is mandatory. A current manual driver's licence is required.

Note: This is a temporary position available for up to six months with the possibility of extension and/or permanency. The Environment, Planning and Sustainable Development Directorate will be moving to a new

workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Trish Bootes (02) 6205 0805 trish.bootes@act.gov.au

Health

Selection documentation for the following positions may be downloaded from <http://www.health.act.gov.au/employment>.

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

Corporate

Digital Solutions

Health E-Future

Senior Project Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 32007, several)

Gazetted: 26 April 2018

Closing Date: 3 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division (DSD) and Health Infrastructure Services; and Strategic Finance. The DSD is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and services delivery by Health Directorate technology vendors; development, implementation and maintenance of technology policies and procedures; ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The *Future Capability Hub* is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate. Under the broad direction of Senior Manager, the Senior Project Manager role is responsible for the provision of high level project management advice and the delivery of significant projects in line with the Portfolio Management Office's (PMO) framework and DSD's processes.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Project Management.

Desirable: Previous experience managing and delivering projects within a healthcare setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: There are several temporary positions available for a period of 24 months with the possibility of extension.

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

Contact Officer: Kristina Carroll (02) 6207 0046 kristina.carroll@act.gov.au

Corporate

Performance Reporting and Data

Territory Wide Services Team

Manager (Health Service Contract Management and Policy)

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36889)

Gazetted: 26 April 2018

Closing Date: 3 May 2018

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

were developed by us, for us and are unique to our work. The Performance, Reporting and Data (PRD) Division aims to be a centre of excellence for provision of key operational and strategic support information throughout ACT Health. The Division is led by the Deputy Director-General, Performance Reporting and Data and supported by three Directors, each responsible for a separate branch. Overview of the work area and position: The Activity Based Performance (ABP) Branch has been established to implement a management approach within the Health Directorate that supports how ACT Health plans, budgets, allocates and manages both activity and financial resources to deliver safe and high quality health service for the ACT Community. The ABP Branch manages external contracts with third party service providers. The Manager – Health Service Contract Management and Policy, under broad direction of the Director of Activity Based Performance, is responsible for the development of policy in relation to overarching Health system purchasing and providing contract management expertise in the management of the large third party Health service delivery contracts. The role manages a small administrative team and operates in partnership with other members of the PRD Team and across the directorate.

Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in Commerce, Accounting, Business, Economics, Health Services Management, or equivalent operational experience; previous experience in a hospital or health-care setting; previous experience developing and writing policies, guidelines and briefs for senior executives. 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 six months with the possibility of extension.

Contact Officer: Catherine Shadbolt (02) 6207 6751 catherine.shadbolt@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Justice Health Services

Forensic Mental Health Services Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 19790)

Gazetted: 26 April 2018

Closing Date: 3 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with five distinguishable yet integrated service components as follows: FMHS Community Outreach Service (FCOS); FMHS Court Assessment and Liaison (FCAL); FMHS at Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC); Fixed Threat Assessment Team (FTAT). The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (APHRA); eligibility for membership of the appropriate professional organisations and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: Selection may be based on written application and referee reports only. Please provide two written referee reports with your written application.

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

**Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Adult Community Mental Health Services**

Registered Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 11687)

Gazetted: 26 April 2018

Closing Date: 3 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: The Crisis Assessment and Treatment Team (CATT) provides access to 24 hours mental health care for the whole of the ACT. CATT is a multidisciplinary team staffed by nursing, allied health and medical professionals. CATT is a contemporary evidence-based service providing high quality community based mental health care that is guided by the principles of Recovery. The service aims to provide intensive and assertive in-home support for people experiencing acute mental health problems and assertive follow-up in the community as an alternative to inpatient admission. At this level, it is expected that you will provide skilled assessments and high quality clinical interventions with a view to achieving positive clinical outcomes. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with consumers, families, carers and agencies. It is an expectation that you will contribute your expertise to the multidisciplinary team and provide supervision to staff at Registered Nurse Levels 1 and 2 as well as students. All team members are required to undertake professional development and supervision and participate in quality improvement initiatives.

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

Notes: This position is required to participate in shift work, including mornings, evening, weekends, night shifts, public holidays as well as participate in an on-call roster.

Contact Officer: Jason Morris (02) 6205 1979 jason.morris@act.gov.au

**Population Health
Health Improvement
Health Promotion and Grants**

Senior Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 12955)

Gazetted: 26 April 2018

Closing Date: 10 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Health Improvement Branch (Health Promotion section) initiates and manages programs and initiatives that aim to improve the health of the ACT population. These initiatives are delivered in partnership with other agencies and include activities that influence the social, environmental and economic conditions that impact on population and individual health. Initiatives target the

whole ACT population and specific population groups. Overview of the work area and position: Health Promotion is looking for a motivated and enthusiastic individual to help manage and deliver on our health promotion priorities in children's settings. The successful applicant would have demonstrated experience in population health promotion. Applicants with excellent skills in developing and managing partnerships with diverse stakeholders will be viewed favourably.

Eligibility/Other Requirements: Mandatory: Please note 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*. Desirable: Tertiary qualifications in a relevant field. Strong demonstrated experience in population health promotion, community development, social marketing, public health and/or related disciplines. Experience working within the public health and/or government sectors is highly desirable.

Note: This is a temporary position available until 4 April 2021 with a possibility of extension. Full time hours is preferred. This position will work across the Health Promotion Section. Suitable applicants for the position may be placed on a merit list for future temporary and/or permanent positions at level in the Health Promotion section.

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

Contact Officer: Cal Chikwendu (02) 6207 4434 cal.chikwendu@act.gov.au

Corporate

Digital Solutions

Health E-Future Capital

Project Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19586, several)

Gazetted: 26 April 2018

Closing Date: 10 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services (BSS); Digital Solutions Division (DSD); Health Infrastructure Services (HIS); and Strategic Finance. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division (DSD) is responsible for the: Development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and services delivery by Health Directorate technology vendors; development, implementation and maintenance of technology policies and procedures; ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organised into two streams - Governance and Future Capability. The Future Capability Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate. Under limited direction of the Senior Project Manager, the Project Manager role is responsible for the provision of project management advice and the delivery of projects in line with the Portfolio Management Office (PMO) framework and DSD's processes.

Eligibility/Other Requirements: Mandatory: Desirable: Recognized qualifications (or equivalent) in Project Management and previous experience managing and delivering projects within a healthcare setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: There are several temporary positions available for a period of two years months with the possibility of extension.

Contact Officer: Kristina Carroll (02) 6207 0046 kristina.carroll@act.gov.au

Population Health

Health Protection Service

Environmental Health Food Team

Food Team Leader (Environmental Health)

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

Gazetted: 26 April 2018

Closing Date: 3 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Health Protection Service's Environmental Health area includes an Environmental Food section and an Environment and Radiation Safety section. The role may involve a variety of public health regulatory activities, including managing a small team to deliver those functions such as inspections of food businesses and management of outbreaks or other potential public health risks. The Environmental Health area works closely with other areas of government such as Access Canberra in executing these functions. The role would suit someone with tertiary qualifications and demonstrated experience in managing small Environmental Health teams.

Eligibility/Other Requirements: Mandatory: Degree or graduate diploma or masters in Environmental Health or equivalent Environmental Health qualifications that is accredited by Environmental Health Australia and a current driver's licence. Desirable: Certification for auditing high risk food processes and activities. 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 nine months with the possibility of extension. Selection may be based on applications and referee reports only.

Contact Officer: Radomir Krsteski (02) 6205 4619 radomir.krsteski@act.gov.au

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Breast Screen ACT**

Promotions and Quality Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17547)

Gazetted: 26 April 2018

Closing Date: 3 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic. Under broad direction, the Promotions and Quality Manager is responsible for managing the promotion of the BreastScreen ACT Program to women in the target age range and relevant internal and external stakeholders to increase screening participation rates. Additionally, the role involves monitoring and progressing quality improvement activities within the BreastScreen Program. The Promotions and Quality Manager is required to recruit and manage staff and contractors who have been engaged to support screening participation and stakeholder engagement strategies.

Eligibility/Other Requirements: Desirable: Tertiary qualifications (or equivalent) in Health Promotion. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. The role requires flexibility to vary start and/or finish times outside of normal business hours to assist in the operational requirements of the Program.

Notes: This is a temporary position available for a period of nine months with the possibility of extension. This is a part-time permanent position available at 14:42 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Yvonne Epping (02) 6205 1540 yvonne.epping@act.gov.au

Population Health

Health Improvement

Health Promotion and Grants

Senior Manager (Health Promotion)

Senior Officer Grade A \$137,415, Canberra (PN: 29415)

Gazetted: 26 April 2018

Closing Date: 03 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Population Health Protection and Prevention (PHPP) has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Improvement Branch (HIB) has carriage of policy and program delivery in the areas of health promotion and preventive health. The HIB also collects, analyses and disseminates information on the health status and health-related behaviours of the ACT population which can be used to monitor, evaluate and guide health planning and policy. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: Health Promotion (HP) Section provides direction and leadership for health promotion within ACT Health. It works with a range of partners to promote good practice in health promotion to improve the health of the ACT community. HP is responsible for providing health promotion perspectives to build healthy public policy; capacity building in health promotion in partnership with the HP Grants team; population health promotion to inform population wide behaviour change campaigns and programs; developing, implementing and evaluating settings based health promotion initiatives, particularly for children, workers and vulnerable Canberrans; HP main focus is on: increasing physical activity and healthy eating; promoting healthy weight; and smoking reduction/cessation/prevention.

Eligibility/Other Requirements: Desirable: A Master of Public Health, Health Promotion or management or similar qualification 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 period of 23 months with the possibility of extension.

Contact Officer: Emily Harper (02) 6205 2245 emily.harper@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Department of Neonatology

Registered Nurse Level 2 (Partnering with Parents)

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 13541)

Gazetted: 26 April 2018

Closing Date: 10 May 2018

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

priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, 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. Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. Overview of the work area and position: The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in Canberra Hospital's Women, Youth and Children's (CHWC), and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. As the Coordinator you will lead and manage the Partnering with Parents Services, including the implementation and delivery of the Partnering with Parents Program and the web based NICUCAM. In the role you will be pivotal in creating a partnership between the parents and staff to create shared responsibilities throughout the patient journey. You will educate staff and families in the use of NICUCAM and manage the overarching systems.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post-graduate qualifications in Neonatal Nursing and/or Information Technology experience. 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 position available at 32:00 hours per week and the full time salary noted above will be paid pro-rata.

Contact Officer: Chanel Connor (02) 6174 7578 chanel.l.connor@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Physiotherapist (Women's Health)

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20507)

Gazetted: 26 April 2018

Closing Date: 10 May 2018

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

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

Eligibility/Other Requirements: 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. Desirable: At least three years work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of seven months with the possibility of extension. You will be required to participate in an overtime roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Kathy Terrell (02) 6174 7383 kathy.terrell@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Community Care Program
Dietitian**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28117)

Gazetted: 26 April 2018

Closing Date: 10 May 2018

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

Health. Overview of the work area and position: Community Care Nutrition have a temporary full time dietitian position available as part of a supportive, motivated and professional nutrition team. This is a great opportunity for experienced dietitians to stretch themselves clinically in the diverse health setting. The recruitment round may be used to recruit to future available positions. Community Care Nutrition services are offered from community health centres, University of Canberra Hospital and within patient homes across the ACT. The Community Care Nutrition service offers dietary assessments, advice and counselling for nutrition related needs that are associated with medical conditions such as: malnutrition, minor gastrointestinal conditions, advanced and end stage renal failure, chronic diseases, palliative care, wound healing and mental health conditions. Group programs are offered for individuals in need of help for weight management, heart health and healthy eating. The Community Care Nutrition service also manages the Home Enteral Nutrition Service (HENS) which can provide assessment, prescription and advice to clients 18 years or older, including advice on equipment related issues. Community Care Nutrition provides services for some National Disability Insurance Scheme participants. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital.

Eligibility/Other Requirements: Mandatory: Degree in Science with qualifications in Nutrition and Dietetics, or equivalent; eligible for Accredited Practising Dietitian status with the Dietitians Association of Australia and a current driver's license. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Sarah Gordon (02) 6205 1103 sarah.gordon@act.gov.au

Corporate

Health Infrastructure Service

Health Infrastructure Program

HVAC Supervisor

Health Service Officer Level 10 \$79,824 - \$91,356, Canberra (PN: 39641)

Gazetted: 26 April 2018

Closing Date: 3 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all ACT Health properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs. The HVAC Supervisor role reports to the Maintenance Manager and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, for the Canberra Hospital and other facilities across the ACT asset portfolio. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model.

Eligibility/Other Requirements: Mandatory: A current driver's licence. Desirable: Must maintain tertiary qualifications in the Heating, Ventilation, Air Conditioning and Refrigeration related discipline and/or mechanical services; extensive knowledge and significant and proven experience managing HVAC and Mechanical related

building services. 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. Selection may be based on written application and referee reports only.

Contact Officer: Scott Harding (02) 6174 5382 scott.harding@act.gov.au

Innovation

Policy and Stakeholder Relations

Multicultural and Diversity Policy Unit

Policy Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 17226)

Gazetted: 26 April 2018

Closing Date: 10 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Innovation Division provides ACT Health wide non-clinical strategic services and is critical to the effective provision of health services. The Innovation Division consists of the following Branches: Strategy and Design; Policy and Stakeholder Relations and General Practice. Overview of the work area and position: The Policy and Stakeholder Relations Branch (PSR) is responsible for providing advice to ACT Health and the ACT Government to meet the health needs of the community. We do this by contributing to the creation of policy settings that ensure the right care can be accessed in the right place, in the right way, at the right time, and that people are better able to care for themselves. This includes but is not limited to, the provision of strategic health policy advice, project development and implementation, procurement of non-government services, and liaison with government, nongovernment and private sector stakeholders. The branch is comprised of a number of units that must work collaboratively to deliver timely, high quality, strategic policy advice. The Health Policy Unit and the Mental Health Policy Unit lead the Branch's engagement with the policy cycle and are the first point of response for matters referred to the Branch for action and advice for the Minister for Health and Wellbeing and the Minister for Mental Health respectively. The Branch Operations Unit is responsible for improving the effectiveness and efficiency of the Branch, by ensuring best practice delivery of backbone support services to the policy arms of the Branch. This includes ensuring operational policies and process are in place to support the mission of the Branch, including best practice procurement, information flows, knowledge management, reporting, risk management, human resource planning, financial management and other general business processes. The Aboriginal and Torres Strait Islander Practice Centre works to connect and embed research, policy and practice in relation to Aboriginal and Torres Strait Islander health and wellbeing, into all areas of ACT Health. This team also works closely with local Aboriginal and Torres Strait Islander organisations and stakeholders to achieve organisational goals. The Office of the Executive Director (ED) and Strategic Support team ensure maximum value is yielded from the Executive Management and the Deputy Director-General (DDG) and Director General (DG) are well served. Support within this area includes diary management, Government business coordination, Strategic planning, advice for ED on urgent or sensitive matters, strategic internal and cross government relations e.g. Human Services Cluster, business planning and change management. ACT Health is inviting applications from motivated individuals to join us as Policy Officers who can contribute their skills set into any of these units (Health Policy, Mental Health Policy, Branch Operations and the Aboriginal and Torres Strait Islander Practice Centre, Office of the Executive Director and Strategic Support).

Eligibility/Other Requirements: Desirable: Tertiary qualifications in a relevant field. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Jodie Brooks (02) 6205 4907 jodie.brooks@act.gov.au

Canberra Hospital and Health Services

Critical Care

Medical Imaging

Administration Supervisor

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 18526)

Gazetted: 26 April 2018

Closing Date: 10 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Medical Imaging Department is a Diagnostic Unit within the Canberra Hospital. Our service is committed to providing state of the art diagnostic imaging, interventional radiology and nuclear medicine services for patients in Canberra and the South East Region of NSW. We are committed to research and training in advancing the use of imaging for the diagnosis and treatment of disease. Under direction of the Administration Manager, you will play a key role in supervising of the administration team to achieve superior business outcomes including maintaining policies and procedures. You will be required to liaise with internal and external stakeholders.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive. A high level customer service skills and a good knowledge of computer applications.

Contact Officer: Natasha Lawrence (02) 6244 2798 natasha.lawrence@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women, Youth and Children Community Health Programs

Nurse (School Health Team)

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 16729)

Gazetted: 26 April 2018

Closing Date: 10 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Registered Nurses working in the School Health Team (SHT) deliver both the High School Immunisation program and the Kindergarten Health Check to students at schools in the ACT. School Immunisation Program: High school students in the ACT are offered free vaccinations as part of the national immunisation program in year 7 and (in 2018) year 10. The School Health Immunisation team of nurses offers these vaccines at schools at a pre arranged date and time. Parental consent is obtained at the beginning of the school year. A record of vaccination is given to each student at the time of vaccination. Letters regarding missed doses are sent to parents for follow up with their GP. A copy of the school vaccination record can be obtained by students, past students or parents following a formal release of information process. Kindergarten Health Check: Registered Nurses conduct a Kindergarten Health Check at both ACT Government and Private schools on a predetermined date. An information package regarding the health check is sent to parents of all kindergarten students at the beginning of the year to obtain consent and explain what is involved. The Kindergarten Health Check is in line with the Australian Government Department of Health and Ageing, Healthy Kids Check. This health check includes vision, hearing, height, weight and BMI. With consent, the results are also sent to the nominated GP. For students absent on the day a catch-up clinic opportunity is available.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and must hold a current driver's licence. Desirable: Immunisation qualifications. 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: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 19395)

Gazetted: 26 April 2018

Closing Date: 10 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The ACT Health Diabetes Service provides acute and ambulatory outpatient services to consumers of the ACT and surrounding NSW region. The ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes. Overview of the work area and position: The ACT Health Diabetes Service team are responsible for providing education and management of people at risk of and who have diabetes within acute and community health care settings. Under the direction of senior diabetes nurse educators, you will rotate across areas within the service. This position will provide an excellent foundation in diabetes education and will compliment nurses undertaking post graduate qualifications in diabetes education through an ADEA recognised tertiary course. The Registered Nurse Level 1 will be responsible professionally to the Level 2 Diabetes Educator in their area of work.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); must hold and maintain a current driver's licence. 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 temporary position available for a period of 12 months. This position will require rotation between multiple sites operated by ACT Health.

Contact Officer: Libby Bancroft (02) 6244 3794 elizabeth.bancroft@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Registered Midwife

Registered Midwife Level 1 \$63,548 - \$84,888, Canberra (PN: 30905)

Gazetted: 26 April 2018

Closing Date: 3 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Maternity Department at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for all women and babies in the ACT and surrounding areas with acute and chronic health needs. The service is family-centred, as we understand that the family is central to the successful delivery of health care. We believe in respect for mother, baby and their family and their cultural and religious needs. Each person is an individual with the right to dignity and privacy. The environment is breast feeding friendly and we provide a safe, functional and comfortable work environment for all those that work here. We provide family based care with an emphasis on partnership with families at this important time. We are committed to staff excellence, with a rich culture of ongoing professional development in the specialty of Maternity and Gynaecology. You will work with under graduate and post graduate midwives and

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

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Midwife. Desirable: Completion of a New-Graduate Midwifery Program. 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, (OMU).

Contact Officer: Judy Morgan (02) 6174 7582 judy.morgan@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Administrative Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 17183)

Gazetted: 26 April 2018

Closing Date: 10 May 2018

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Eligibility/Other Requirements: Desirable: Previous experience using HP Records Manager 8 (aka. TRIM). Previous experience working in the health sector. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Melissa Warylo Warylo (02) 61747491 melissa.warylo@act.gov.au

Canberra Hospital and Health Services

Pathology

Haematology

Medical Laboratory Technician

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 37943)

Gazetted: 26 April 2018

Closing Date: 3 May 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The Haematology department provides vital, accurate and timely results as well as blood and blood products to critical care and routine hospital patient. The laboratory is a tertiary facility doing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities. The TCH laboratory is also responsible for the supervision of the Haematology component of the Calvary Hospital Pathology laboratory, ensuring control over the monitoring and rendering of services, including oversight of protocols and staff training. Under direction, you will play a key role in running and maintaining laboratory instrumentation, instrument trouble shooting, monitoring temperatures, running of quality control materials, monitoring stock levels, maintaining a clean work area, processing patient samples and checking work lists in the Haematology laboratory.

Eligibility/Other Requirements: Mandatory: An associate diploma, Science Degree or equivalent Medical Laboratory Science qualification. Desirable: Experience in Haematology. 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, (OMU).

Notes: This is a temporary position available for a period of six months with the possibility of extension. This is a part-time position available at 39.4 hours per week and the full-time salary noted above will be paid pro-rata. The laboratory operates 24 hours 7 days a week and the successful applicant will be required to participate in the after-hours roster.

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

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Client Support Service

Health Service Officer Level 3 \$48,385 - \$49,958, Canberra (PN: 20078)

Gazetted: 26 April 2018

Closing Date: 10 May 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, University of Canberra Hospital (UCH) 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. RACC services work collaboratively with patients, their carers and other services within and external to ACT Health. Overview of the work area and position: The team is responsible for effective and efficient delivery, collection, cleaning and maintenance of equipment to support clients in the community and to ensure the delivery of high quality customer service and client care. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital.

Eligibility/Other Requirements: Mandatory: Hold a current driver's licence with an unblemished driving record. Desirable: A high level of physical fitness is required, with no history of illness or injury that could prevent the performance of all duties. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Cheryl Spence (02) 6205 2603 cheryl.spence@act.gov.au

Justice and Community Safety

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

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

ACT Courts and Tribunal

Corporate and Strategic Services

Corporate Information and Systems

Business Analyst and Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39428)

Gazetted: 23 April 2018

Closing Date: 30 April 2018

Details: The ACT Courts and Tribunal is seeking a self-motivated person with a strong focus on providing high level client service, well developed communication skills, an ability to work well within a dynamic environment, and the capacity to work with people from diverse backgrounds to undertake the role of Business Analyst and Support Officer. As Business Analyst and Support Officer, you will actively participate and drive: process evaluation and procedures in relation to system operations, identify gaps and documenting requirements for implementation, specific to the ACT Courts and Tribunal Integrated Case Management System (ICMS); design business solutions; and managing effective help desk operations for users of Court and Tribunal technological and business systems. For information on the ACT Courts and Tribunal please visit: www.courts.act.gov.au.

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

How to Apply: Please submit a written application, of no more than two pages, outlining relevant experience and examples, demonstrating your capacity to perform the duties and responsibilities of the role, along with your current resume and names and contact details of two referees.

Contact Officer: Mary Aslanidis (02) 6205 0749 mary.aslanidis@courts.act.gov.au

ACT Corrective Services

Community Corrections and Release Planning

Post Release Community Corrections and Parole

Probation and Parole Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11947)

Gazetted: 23 April 2018

Closing Date: 10 May 2018

Details: ACT Correctives Services (ACTCS) is seeking applications from highly motivated and conscientious people to join the Post Release Community Corrections and Parole Unit to fill the temporary position of Probation and Parole Officer. The Unit supervises people on court orders within the community utilising case management principles. Our focus is on reducing offending behaviour through supportive and rehabilitative interventions. We are seeking an individual with a genuine interest in the area and who are interested in working with these clients in a team environment. The successful applicant will be expected to provide case management and supervision for a case load of people on court and parole orders, will also be expected to provide written and verbal reports to courts and other relevant bodies and administer court orders as required.

Eligibility/Other Requirements: The successful candidate may be required to undergo a criminal record check and have a current driver's licence. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: This is a temporary position available for 12 months with the possibility of extension. An order of merit may be established to fill future vacancies at level over the next 12 months.

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) a statement of claims against specified selection criteria (two page maximum); (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager).

Contact Officer: Megan Valler (02) 6205 8032 megan.valler@act.gov.au

ACT Corrective Services

Community Services and Release Planning

Post Release Community Corrections and Parole Unit

Administrative Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 49900)

Gazetted: 23 April 2018

Closing Date: 10 May 2018

Details: Applications are sought from highly motivated candidates to join ACT Corrective Services Community Corrections and Release Planning Business Unit to fill the temporary position as an Administrative Services Officer 4 (ASO4). The Administrative Assistant works closely with community corrections staff and managers, providing administrative and clerical support across a range of branch business units, which: Perform reception duties and assess offender risk; appropriately direct incoming enquiries; supervise and monitor offenders undertaking community service work; maintain records and reports to the court in relation to progress and non-compliance; administer ACT sentences, maintain registers; provide general administrative support to the Community Corrections Unit and provide secretariat support to the Sentence Administration Board.

Eligibility/Other Requirements: The successful candidate may be required to undergo a criminal record check; a current driver's licence is essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

How to Apply: To apply, applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria (two page maximum); (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Contact Officer: Megan Valler (02) 6205 8032 megan.valler@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Rachael Carnegie 853-81868, Section 68(1), 23 April 2018

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

Allison Dohnt 853-82027, Section 68(1), 24 April 2018

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

Michelle Edwards 836-02321, Section 68(1), 23 April 2018

Community Services

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

Tracey McFarlane 853-76655, Section 68(1), 18 April 2018

Health

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

Alexandra Hogbin 848-85247, Section 68(1), 19 May 2018

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

Maria Iletto 857-42782, Section 68(1), 19 April 2018

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

Ethel Lajarca 847-01751, Section 68(1), 23 April 2018

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

Darlene Lumapas 845-01901, Section 68(1), 18 April 2018

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

Jana Prencel 845-03245, Section 68(1), 18 April 2018

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

Daniela Streller 856-72868, Section 68(1), 8 March 2018

Radiation Therapist Grade 2 \$64,391 - \$88,998

Cassandra Turner 857-43056, Section 68(1), 23 April 2018

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

Paul Wyles 853-81884, Section 68(1), 30 April 2018

Justice and Community Safety

Ambulance Manager Level 3 \$137,415

Gregory Brown 853-80347, Section 68(1), 30 April 2018

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

Kylie Stitt 847-04573, Section 68(1), 19 April 2018

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

Andrea Tyrrell 853-80574, Section 68(1), 30 April 2018

Transport Canberra and City Services

Bus Operator - Training \$66,212

Stephen Bailey 853-80857, Section 68(1), 20 April 2018

Bus Operator - Training \$66,212

Benjamin Casha 853-80742, Section 68(1), 20 April 2018

Bus Operator - Training \$66,212

Sanjay Christian 853-80814, Section 68(1), 20 April 2018

Bus Operator - Training \$66,212

Tejinder Kumar 853-80670, Section 68(1), 20 April 2018

Bus Operator - Training \$66,212

Jason O'Brien 853-80750, Section 68(1), 20 April 2018

TRANSFERS

Justice and Community Safety

Catherine Allingham: 835-68987

From: \$100,462 - \$108,140

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 36105) (Gazetted 28 September 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Corporate

People and Capability

Cameron James Bertrand-Bruce: 848-80534

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 37175) (Gazetted 19 September 2017)

Workforce Capability and Governance

Public Sector Management Group

Strategic HR

Sarah Dunnet: 853-50906

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. 11756) (Gazetted 20 February 2018)

Shared Services

Partnership Services

Commercial Services

Tayla Jenkins: 827-33645

From: Administrative Services Officer Class 1 \$47,088 - \$51,800

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 22033) (Gazetted 20 February 2018)

Access Canberra

Environment Protection and Water Regulation

Environment Protection

Tam Luong: 827-49700

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

Transport Canberra and City Services

To: Professional Officer Class 1 \$56,359 - \$78,145

Chief Minister, Treasury and Economic Development, Canberra (PN. 15671) (Gazetted 13 September 2017)

Property, Procurement and Venues

Venues Canberra

Territory Venues and Events

Jeffrey van Aalst: 332-82657

From: Technical Officer Level 4 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development
To: †Senior Officer (Technical) Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development, Canberra (PN. 40116) (Gazetted 2 March 2018)

Corporate

People and Capability

Vanessa Yiannaros: 846-91020

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 36257) (Gazetted 28 November 2017)

Community Services

Children, Youth and Families

Child and Youth Protection Service

Practice

Desmond Chawota: 827-56740

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Community Services
To: †Health Professional Level 4 \$100,462 - \$108,140
Community Services, Canberra (PN. 12938) (Gazetted 9 February 2018)

Education

School Performance and Improvement

Belconnen Network

UC SSC Lake Ginninderra

Lydia Smith: 785-47874

From: School Leader C \$115,778
Education
To: †Senior Officer Grade B \$118,319 - \$133,197
Education, Canberra (PN. 39722) (Gazetted 5 March 2018)

Environment, Planning and Sustainable Development

Planning Delivery

Merit Assessment and Deed Management

Walid El-Hassan: 783-09585

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Environment, Planning and Sustainable Development
To: †Senior Officer Grade C \$100,462 - \$108,140
Environment, Planning and Sustainable Development, Canberra (PN. 21496) (Gazetted 5 March 2018)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Liya Cyriac: 848-20590

From: Registered Nurse Level 1 \$63,548 - \$84,888
Health
To: Registered Nurse Level 2 \$88,249 - \$93,533

Health, Canberra (PN. 18511) (Gazetted 8 February 2018)

**Office of Director General
Government and Communications**

Shandya Deo: 788-61724

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

Health

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

Health, Canberra (PN. 34455) (Gazetted 22 March 2018)

Canberra Hospital and Health Services

Sushma Dhakal Paudel: 835-84282

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

Health

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

Health, Canberra (PN. 40027) (Gazetted 8 February 2018)

Innovation

Policy and Stakeholder Relations

Rowan Ford: 033-35877

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

Community Services

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

Health, Canberra (PN. 21519) (Gazetted 21 December 2017)

Canberra Hospital and Health Services

Jeena Joseph: 824-32658

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

Health

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

Health, Canberra (PN. 40029) (Gazetted 8 February 2018)

Canberra Hospital and Health Services

Critical Care

Julie Matchett: 829-68225

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

Health

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

Health, Canberra (PN. 12832) (Gazetted 19 January 2018)

Canberra Hospital and Health Services

Lincy Thomas: 821-59030

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

Health

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

Health, Canberra (PN. 40028) (Gazetted 8 February 2018)

Justice and Community Safety

Corrective Services

Custodial Operations

AMC Administration

Rebecca Barr: 844-74667

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

Health

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

Justice and Community Safety, Canberra (PN. 49896) (Gazetted 8 February 2018)

**ACT Government Solicitor
Government Law**

Clare Besemeres: 835-92418

From: Government Solicitor 2 \$110,874 - \$133,039

Justice and Community Safety

To: †Government Solicitor 3 \$139,152 - \$157,416

Justice and Community Safety, Canberra (PN. 11720) (Gazetted 28 September 2017)

**ACT Government Solicitor
Government Law**

Lauren Brewer: 835-90172

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. 16248) (Gazetted 8 June 2017)

Transport Canberra and City Services

**Chief Operating Officer
Communications**

Renee Gallo: 827-61857

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. 32547) (Gazetted 6 February 2018)