



ACT Government Gazette

Gazetted Notices for the week beginning 29 September 2016

VACANCIES

Calvary Health Care ACT (Public)

Nursing

Hospital in the Home

Registered Nurse

Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: TBA)

Gazetted: 29 September 2016

Closing Date: 10 October 2016

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

Reference Number: 13658

Contact Officer: Vicki Kelly (02) 6201 6676 vicki.kelly@calvary-act.com.au

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

Nursing

Coronary Care Unit

Registered Nurse

Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: TBA)

Gazetted: 29 September 2016

Closing Date: 14 October 2016

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

Reference Number: 13645

Contact Officer: Narelle Comer (02) 6201 6099 narelle.comer@calvary-act.com.au

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

Finance

Manager - Non Admitted Patient Services

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

Gazetted: 29 September 2016

Closing Date: 12 October 2016

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

Contact Officer: Catherine Shadbolt (02) 6201 6204 catherine.shadbolt@calvary-act.com.au

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

Pharmacy Department

Pharmacist

Health Professional Level 2 \$59,971 - \$82,328 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN:)

Gazetted: 29 September 2016

Closing Date: 9 October 2016

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

Reference Number: 13735

Contact Officer: Sarah Smith (02) 6201 6266 sarah.smith@calvary-act.com.au

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

Nursing

Perioperative Suite

Registered Nurse Level 2

Registered Nurse 2 Year 1 \$85,659, Canberra (PN: TBA)

Gazetted: 05 October 2016

Closing Date: 18 October 2016

Details: Full position details can be seen on Calvary Public Hospital Bruce's website,

<https://calvary.mercury.com.au>

Contact Officer: Fiona Carruthers fiona.carruthers@calvary-act.com.au

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

Land Development Agency

Urban Projects

Project Manager

Infrastructure Officer 3 \$97,740 - \$107,293 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 18813)

Gazetted: 04 October 2016

Closing Date: 20 October 2016

Details: The Land Development Agency is seeking an experienced and motivated Project Manager to join its Urban Projects Branch. Successful candidates will be responsible for assisting with the design and management of a range of exciting and complex land development projects from conception through to completion. Their strengths will include a strategic understanding of land and property development processes and the ability to manage a program according to budgets and deadlines, build and maintain effective stakeholder relationships, analyse and manage risks, and make sound, well informed decisions. They will also have the ability to influence and shape policies and priorities, manage workload, work to multiple deadlines, deliver high quality outputs under pressure, and represent the Agency at meetings with, private enterprise and community groups, including public meetings. Applicants with high level experience in engineering, surveying, planning, construction and project management are encouraged to apply.

Eligibility/Other Requirements: One or both of the following would be highly desirable: Relevant tertiary and/or professional qualifications e.g. Engineering, Surveying, Planning, Project Management, Construction Management. A sound understanding/working knowledge of urban development and land release including design, documentation and implementation.

Notes: Selection may be based on application and referee reports only. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Damien McNamara (02) 6207 6045 damien.mcnamara@act.gov.au

Strategic Finance

Finance Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36521)

Gazetted: 04 October 2016

Closing Date: 11 October 2016

Details: The Strategic Finance team is seeking a Finance Officer. Under general direction, this officer will be required to: prepare monthly, quarterly and annual financial reports, develop the Directorate's budget, forward estimates and associated budget documents; provision of administrative support, including research, report preparation and presentation of financial data; assist in ongoing system administration, maintenance and help desk support for key business and financial systems, and other financial tasks as required.

Eligibility/Other Requirements: Accounting qualifications or study towards accounting qualifications is highly desirable. Previous experience working with Finance Systems, in particular TM1, would be an advantage.

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

Finance and Budget Division

Executive

Executive Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 34656)

Gazetted: 04 October 2016

Closing Date: 21 October 2016

Details: The Executive Officer is required to support the Executive Director of the Finance and Budget Division with high level administrative support and divisional financial management processes. The Executive Officer will also be required to work alongside the Executive Assistant to maintain and support staff in the Division.

Contact Officer: Stephen Miners (02) 6207 5071 stephen.miners@act.gov.au

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

Revenue Management

Advice and Assessments

Revenue Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 00098, several, expected vacancy)

Gazetted: 05 October 2016

Closing Date: 12 October 2016

Details: The successful applicant(s) will be responsible for providing technical advice to key internal and external stakeholders on complex revenue transactions and other tax related inquiries. The successful applicant will also be responsible for raising assessments arising from complex transactions, providing guidance and supervision to other staff and provide high quality customer service.

Eligibility/Other Requirements: Experience dealing with Territory Revenue Laws would be an advantage.

Notes: There are several temporary positions available with the possibility of permanency from this process. A merit list may be formed to fill future identical vacancies which may arise over the next 12 months. The successful applicant(s) may be selected based on written application and referee reports only.

Contact Officer: Morgan Bryant (02) 6207 0066 morgan.bryant@act.gov.au

Revenue Management

Advice and Assessments

Revenue Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33724, several)

Gazetted: 30 September 2016

Closing Date: 7 October 2016

Details: The successful applicant(s) will be responsible for providing technical advice to key internal and external stakeholders on revenue transactions and other tax related inquiries. The successful applicant will also be responsible for raising assessments arising from revenue transactions, providing guidance and supervision to other staff and provide high quality customer service.

Eligibility/Other Requirements: Experience dealing with Territory revenue laws would be an advantage.

Notes: Positions maybe filled either on a temporary or permanent basis. Selection may be based on application only. A merit list will be formed from this process which may be used to fill identical positions which occur over the next 12 months.

Contact Officer: Morgan Bryant (02) 6207 0066 morgan.bryant@act.gov.au

Access Canberra

Community, Business and Transport Regulation

Rental Bonds

Client Service Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 42536, several)

Gazetted: 30 September 2016

Closing Date: 7 October 2016

Details: Under the general direction of the Manager: Provide high level client service, either at the counter, over the phone, or in writing. Where delegated, prepare, arrange and complete a range of licences, registrations and permits administered by the office. Where delegated, critically examine documents for registration and reconcile relevant cash and trust accounts. Resolve more complex issues for clients and staff. Accept and account for a range of fees by exercising responsibilities as a collector of public monies. May assist with the supervision, management, training and development of other staff within a business unit. Maintain accurate records managed in a variety of databases and manual registers. Contribute to Access Canberra operations and perform other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*. Contribute to efficient work practices and sound corporate governance. Contribute to workplace diversity, participative work practices and promote Workplace Health and Safety (WHS) principles. Assist senior staff members with work in the unit to ensure objectives are achieved.

Eligibility/Other Requirements: This position may be required to rotate through other Business Units within Community, Business and Transport Regulation Division.

Notes: This temporary position is available as soon as possible for up to six months, with the possibility of extension.

Contact Officer: Amanda Anastasi (02) 6207 1180 amanda.anastasi@act.gov.au

Strategic Finance

Finance Officer

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 31758)

Gazetted: 04 October 2016

Closing Date: 11 October 2016

Details: The Strategic Finance team is seeking a Finance Officer. Under general direction, this officer will be required to assist with the: preparation of monthly, quarterly and annual financial reports, development of the Directorate's budget, forward estimates and associated budget documents; provision of administrative support, including research, report preparation and presentation of financial data; co-ordinate and provide input into the internal budget process in liaison with business units and other financial tasks as required.

Eligibility/Other Requirements: Accounting qualifications or study towards accounting qualifications is highly desirable. Previous experience working with Finance Systems, in particular TM1, would be an advantage.

Note: This is a temporary position available until 31 March 2017 with the possibility of extension and/or permanency.

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

Land Development Agency

Corporate

Project Accounting Manager

Senior Officer Grade B \$114,847 - \$129,290 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36974)

Gazetted: 05 October 2016

Closing Date: 24 October 2016

Details: The Land Development Agency is seeking a highly motivated Project Accounting Manager to join the Strategic Finance Team to assist with reviewing and analysing project-operating results in relation to costs, budgets and return on investment. The successful applicant will have sound communication skills to build and maintain strong relationships with the relevant project teams to assist with driving cost efficiencies and profitability of projects. If you are highly organised and can manage multiple deadlines and deliver high quality outputs under pressure we would like to hear from you.

Eligibility/Other Requirements: Tertiary qualifications majoring in Accounting.

Contact Officer: Samuel Calabro (02) 6207 0889 samuel.calabro@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 and Youth Protection Services

Bimberi Residential Services

Unit Manager

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 19580, several)

Gazetted: 05 October 2016

Closing Date: 27 October 2016

Details: Bimberi Youth Justice Centre and Bimberi Residential Services is looking for a Unit Manager who has demonstrated experience in the management of staff and residents in a custodial environment. The Unit Manager is responsible for the management of secure elements of a number of Units during a shift by facilitating close interaction and supervision with staff and residents, promoting initiatives and developing innovative approaches to meeting client and Program needs. The Unit Manager works with program providers in the provision of quality care, support and welfare services, developmental and rehabilitation programs for clients, provide leadership and promote a commitment to the delivery of services and support systems for residents. Staff will receive an attractive remuneration package (including shift penalties) and the opportunity for professional development. These positions involve rostered work at Bimberi Youth Justice Centre and Narrabundah House Indigenous Supported Residential Facility and include day, night and weekend work.

Eligibility/Other Requirements: Applicants must possess a Certificate 4 in Youth Work or relevant qualification in the behavioural sciences, a current Drivers Licence and Senior First Aid Certificate. Applicants will be required to undergo psychometric testing and a medical/fitness test as part of the recruitment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* and an Australian Federal Police check will be required for all applicants. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: There will be information sessions run at Bimberi Youth Justice Centre regarding the advertised positions. These sessions will be held on Monday 17 October 2016 and Monday 24 October 2016 at 6:00pm until 7:00pm. RSVP to the Contact Officer is required.

Contact Officer: Business Manager (02) 6205 9051 CYPSPRecruitment@act.gov.au

Housing and Community Services

Asset Management Branch

Capital Delivery

Senior Project Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 17743, several)

Gazetted: 30 September 2016

Closing Date: 14 October 2016

Details: Sitting within Housing and Community Services, the Capital Delivery team is responsible for the development, refinement and review of the strategic asset management principles and associated property standards that set the direction for the acquisition, disposal, redevelopment, repair, maintenance and improvement of stock to ensure where possible, that the right stock is in the right location to meet tenant needs. This includes use of the condition information in the long term management of the assets. The team is also responsible for the delivery of associated asset projects, providing stock-related advice to other sections within Housing and Community Services as well as other external stakeholders, and assessing existing assets for development opportunity. This includes undertaking design and feasibility work on public housing stock, as well as carrying out various projects related to the replacement of older/ageing public housing stock. We are looking for a highly motivated individual to join the busy team. The position will be responsible for a range of activities including managing projects, undertaking research and analysis, providing administrative assistance and coordination of activities.

Eligibility/Other Requirements: Qualifications and experience in Architecture, Construction, Project Management and/or Procurement are highly desirable. Experience and/or familiarity with ACT building design specifications is highly desirable.

Note: These are temporary positions available for a period of 12 months with the possibility of permanency from this process.

Contact Officer: Craig Spencer (02) 6205 9668 craig.spencer@act.gov.au

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

Children and Youth Protection Services

Bimberi Residential Services

Team Leader

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 03291, several)

Gazetted: 05 October 2016

Closing Date: 27 October 2016

Details: Bimberi Youth Justice Centre and Bimberi Residential Services is looking for Team Leaders to assist in leading the day-to-day operations of the Centre and to be responsible for a number of allocated units by facilitating close interaction and supervision with staff and residents to meet client and Program needs in a unit-management model. The position also involves providing guidance and addressing any emerging issues by applying proactive intervention measures. Team Leader applicants need to have experience in working in a juvenile justice environment, have the ability to supervise staff, are able to set priorities and interpret and apply policies, procedures and regulations. Staff will receive an attractive remuneration package (including shift penalties) and the opportunity for professional development. These positions involve rostered work at Bimberi Youth Justice Centre and Narrabundah House Indigenous Supported Residential Facility and include day, night and weekend work.

Eligibility/Other Requirements: Applicants must possess a Certificate 4 in Youth Work or relevant qualification in the behavioural sciences, a current driver's licence and Senior First Aid Certificate. Applicants will be required to undergo psychometric testing and a medical/fitness test as part of the recruitment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* and an Australian Federal Police check will be required for all applicants. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: There will be information sessions run at Bimberi Youth Justice Centre regarding the advertised positions. These sessions will be held on Monday 17th October 2016 and Monday 24th October 2016 at 6:00pm – 7:00pm. RSVP to contact officer is required for these sessions.

Contact Officer: Business Manager (02) 6205 9051 CYPsrecruitment@act.gov.au

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

Children and Youth Protection Services

Bimberi Residential Services

Youth Worker

Youth Worker 1/2 \$58,278 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 03331, several)

Gazetted: 05 October 2016

Closing Date: 18 October 2016

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

House Indigenous Supported Residential Facility and include day, night and weekend work. Note: Past applicants are eligible to reapply

Eligibility/Other Requirements: Applicants must possess a current driver's licence and Senior First Aid Certificate. Applicants will also be required to undergo psychometric testing as well as a medical/fitness test as part of the recruitment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* and an Australian Federal Police check will be required for all applicants. For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: Several positions are available on a permanent, temporary and casual basis. There will be information sessions run at Bimberi Youth Justice Centre regarding the advertised positions. These sessions will be held on Monday 17 October 2016 and Monday 24 October 2016 at 6:00pm – 7:00pm. RSVP to Contact Officer required.

Contact Officer: Business Manager (02) 6205 9051 CYPsrecruitment@act.gov.au

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

Education

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

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

Office for Schools

North and Gungahlin Network

Dickson College

Building Services Officer 2

General Service Officer Level 6 \$53,337 - \$55,760 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 32273)

Gazetted: 30 September 2016

Closing Date: 7 October 2016

Details: Dickson College is seeking a highly enthusiastic and energetic person with a broad set of skills for the position of Building Services Officer. The successful applicant will maintain College buildings and grounds in a clean and tidy condition with regard to safety and security hazards; complete emergency and other repairs to trade/industry standard OR ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation as required.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: http://www.worksafe.act.gov.au/health_safety. Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Desirable: Maintenance and handyman skills or significant relevant work experience (generally two or more years). Current First Aid certificate. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Note: The duties of the position require a high degree of manual activity. Applicants should possess an appropriate level of functional physical fitness. Dickson College is utilised by Community Groups after hours on weekdays and on occasion at weekends. The successful applicant is expected to be on site at these times, in an overtime capacity.

Contact Officer: Dr John Clink (02) 6142 0131 john.clink@ed.act.edu.au

Deputy Director-General

Office for Schools

School Network Leader

School Network Leader \$177,531 | From 1 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 19166)

Gazetted: 30 September 2016

Closing Date: 14 October 2016

Details: The ACT Education Directorate seeks a suitably qualified educational leader to take on the role of School Network Leader. The School Network Leader is responsible for leading, managing and supporting a network of schools, with a particular focus on the design and delivery of significant school improvement programs and initiatives in alignment with the directions and priorities of the Directorate's Strategic Plan and annual action plan. For more information about the role, please see the selection documentation.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Contact Officer: Meg Brighton (02) 6205 2360 meg.brighton@act.gov.au

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

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>

Population Health

Health Protection Service

ACT Government Analytical Lab

Senior Microbiologist

Health Professional Level 4 \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 26162)

Gazetted: 06 October 2016

Closing Date: 20 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: ACT Government Analytical Laboratory (ACTGALO) comprises the three following functional units and currently holds a Quality Management System certified to AS ISO 9001. Toxicology and Forensic Chemistry. The Toxicology and Forensic Chemistry Unit is accredited to ISO 17025 in the field of Forensic Science. The unit provides analytical support for forensic investigations relating to drugs and poisons and expert opinion to relevant ACT courts. Specifically the service provided includes: Toxicology to support: coronial investigations; ACT legislation including the *Road Transport Act*; drug treatment programs. Forensic chemistry to support: controlled substances legislation; Clandestine Laboratory Investigations. Environmental Chemistry. The Environmental Chemistry unit is accredited to ISO 17025 in the field of Chemical Testing and provides the following services: Monitoring of ambient air quality in the ACT for compliance with the Ambient Air Quality National Environmental Protection Measure; Asbestos identification and fibre counting on a fee for service basis. Microbiology. The Microbiology Unit is accredited to ISO 17025 in the field of Biological Testing and provides the following services: Regulatory microbiological analysis as required under various ACT Acts and regulations. In partnership with Environmental Health identify sources of food poisoning. Microbiological analysis of food and water on a fee for service basis. This position is the senior microbiologist

responsible for the management of the Microbiology Unit while maintain the quality system accreditation to ISO 17025. The officer will work closely with Environmental Health Section and provide expert advice to government agencies and as an Analyst provide expert evidence to the justice system.

Eligibility/Other Requirements: Bachelor degree in Science (major in Microbiology is highly desirable).

Postgraduate qualifications and/or experience relevant to public health microbiology would be an advantage.

Please note prior to commencement successful candidates will be required to undergo a pre-employment police check.

Note: This is a temporary position available until September 2017.

Contact Officer: Simon Rockliff (02) 6205 8701 simon.rockliff@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Pharmacy - TCH

Medication Safety and Quality Pharmacist

Health Professional Level 4 \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 26553, several)

Gazetted: 06 October 2016

Closing Date: 20 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of over 55 Pharmacists. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Working within the Pharmacy Services Quality Use of Medicines, Research and Education team, the Medication Safety and Quality Pharmacist will lead, manage and coordinate efforts to improve the safety and quality of medicines use across the Canberra Hospital and Health Services. The Medication Safety and Quality Pharmacist will have a range of responsibilities including monitoring the quality and safety of medicines use, developing and implementing interventions to improve the safety and quality of medicines use, engaging clinical staff in quality improvement activities and representing Pharmacy Services on relevant internal and external committees. The Medication Safety and Quality Pharmacist will also provide a range of pharmacy services on weekends and after hours on a rotational basis as rostered.

The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community."

Eligibility/Other Requirements: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia. Postgraduate qualifications in Clinical Pharmacy, Management, Education or Research or working towards postgraduate qualifications with extensive clinical pharmacy experience deemed equivalent. SHPA membership is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Daniel Lalor (02) 6244 2121 daniel.lalor@act.gov.au

Population Health

Health Protection Service

ACT Government Analytical Laboratory

Microbiologist

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade) | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 26171)

Gazetted: 06 October 2016

Closing Date: 20 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: ACT Government Analytical Laboratory (ACTGAL) comprises the three following functional units and currently holds a Quality Management System certified to AS ISO 9001. Toxicology and Forensic Chemistry. The Toxicology and Forensic Chemistry Unit is accredited to ISO 17025 in the field of Forensic Science. The unit provides analytical support for forensic investigations relating to drugs and poisons and expert opinion to relevant ACT courts. Specifically the service provided includes toxicology to support: coronial investigations; ACT legislation including the *Road Transport Act*; drug treatment programs; Forensic chemistry to support: controlled substances legislation; Clandestine Laboratory Investigations; Environmental Chemistry; The Environmental Chemistry unit is accredited to ISO 17025 in the field of Chemical Testing and provides the following services: Monitoring of ambient air quality in the ACT for compliance with the Ambient Air Quality National Environmental Protection Measure; Asbestos identification and fibre counting on a fee for service basis. Microbiology. The Microbiology Unit is accredited to ISO 17025 in the field of Biological Testing and provides the following services: Regulatory microbiological analysis as required under various ACT Acts and regulations; In partnership with Environmental Health identify sources of food poisoning; Microbiological analysis of food and water on a fee for service basis. This position is a Microbiologist responsible for the supervision of the Microbiology Unit routine operations and assist the Microbiology Unit manager in maintaining accreditation to ISO 17025 while working closely with Environmental Health Section and performing the functions of an Analyst under appropriate ACT legislation.

Eligibility/Other Requirements: Bachelor degree in Science (major in microbiology is highly desirable).

Postgraduate qualifications and/or experience relevant to public health microbiology would be an advantage.

Prior to commencement successful candidates will be required to undergo a pre-employment police check.

Note: This is a temporary position available from December 2016 to September 2017.

Contact Officer: Simon Rockliff (02) 6205 8701 simon.rockliff@act.gov.au

Population Health

Health Protection Service

ACT Government Analytical Laboratory

Forensic Chemist

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade) | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36715)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health Division (PHD) 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 nation policy, program delivery and protocols on population health issues. The PHD is headed by the Chief Health Officer (CHO) and Deputy Director-General and both report to the Director-General of ACT Health. The Division is comprised of two branches and two offices - the Health Protection Service (HPS), Health Improvement Branch, Office of the Chief Health Officer and Executive Support Office. The HPS is headed by an Executive Director reporting to the CHO with responsibilities ranging from tobacco policy, environmental health issues, communicable disease control and analytical testing capability through the ACT Government Analytical Laboratory (ACTGAL). Overview of the work area and position: ACTGAL, a section within the HPS provides high level scientific analysis capability for the ACT government. Fields of analysis include Microbiological Testing, Environmental

Chemistry Testing and Forensic and Toxicological Testing. This position principally involves analytical investigations of biological and physical forensic and non-forensic samples relating to drugs, poisons or other substances. The officer will work closely with law enforcement agencies and attend court to give expert evidence.

Eligibility/Other Requirements: Bachelor Degree in Science is mandatory (major in Chemistry is highly desirable).

Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Daniel Andres (02) 6205 8733 daniel.andres@act.gov.au

Population Health

Health Protection Service

Health Protection Business Management

Finance Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 29450)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Business Management Group provides strategic and operational financial and budget management support to the Chief Health Officer and all Branches of the Population Health Division. The team also undertakes a range of business administrative responsibilities. The Administrative Services Officer Class 6, Finance Officer position covers finance and budget responsibilities, and also supervises staff undertaking other administrative duties.

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

Contact Officer: Maggie Shao or Lyndal Crane (02) 6205 8705

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

ICT Front Door Business Analyst

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 37522)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The E-Health and Clinical Records Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Branch is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; Management and support of the Health Directorate clinical records across acute, primary and community based services; Coordination of ICT projects; Management of the relationship with Health Directorate ICT vendors; Financial reporting on Health Directorate use of ICT; Development, implementation and maintenance of ICT policies and procedures; and ensuring Health Directorate information security. Overview of the Work Area and Position: The ACT Health CIO Front Door (FD) is part of a broader CIO-led organisational change, focused at improving ACT Health governance of ICT investments and projects delivery. The Portfolio Governance Framework program of work comprises of three bodies newly introduced to the organisation: Front Door (FD): aimed at improving the Definition aspects of investments; Project Management Office (PMO): aimed at improving the Delivery aspects of investments; Architecture Design Authority

(ADA): aimed at improving the Enterprise Architecture capability in support of FD and PMO activities. The Portfolio Governance Framework introduces the concept of an Investments Journey to describe the full end-to-end lifecycle of ICT investments under the authority of ACT Health CIO Group. The Front Door is designed to support an Investment Proposal throughout the Definition of the journey. ACT Health CIO group is seeking the services of an experienced Business Analyst (BA) to work in the Front Door of the Portfolio Governance Framework. The Business Analyst will support the Front Door Manager in processing and supporting investment proposals throughout the Definition Phase of the Lifecycle.

Eligibility/Other Requirements: Desirable: Previous experience in IT projects as a Business Analyst. Familiarity with project delivery within a Microsoft operating environment. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Peter Brayshaw (02) 6174 7150 peter.brayshaw@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Architecture Design Authority Business Analyst and Support Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 37520)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The E-Health and Clinical Records Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Branch is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; Management and support of the Health Directorate clinical records across acute, primary and community based services; Coordination of ICT projects; Management of the relationship with Health Directorate ICT vendors; Financial reporting on Health Directorate use of ICT; Development, implementation and maintenance of ICT policies and procedures; and Ensuring Health Directorate information security. Overview of the Work Area and Position: The ACT Health CIO Front Door (FD) is part of a broader CIO-led organisational change, focused at improving ACT Health governance of ICT investments and projects delivery. The Portfolio Governance Framework program of work comprises of three bodies newly introduced to the organisation: Front Door (FD): aimed at improving the Definition aspects of investments. Project Management Office (PMO): aimed at improving the Delivery aspects of investments. Architecture Design Authority (ADA): aimed at improving the Enterprise Architecture capability in support of FD and PMO activities. The Portfolio Governance Framework introduces the concept of an Investments Journey to describe the full end-to-end lifecycle of ICT investments under the authority of ACT Health CIO Group. The Front Door is designed to support an Investment Proposal throughout the Definition of the journey. The ACT Health Architecture Design Authority (ADA) is the CIO-endorsed Enterprise Architecture body of authority. The ADA provides architectural compliance assessments, capability roadmaps, and architecture design services on behalf of the CIO. The ADA support new capability assessments registered with the Front Door (CIO's Investment Definition authority), and also facilitate long-range ICT planning through the development of capability roadmaps to support strategic and portfolio planning activities. The ADA Business Analyst and Support Officer has two defined functions: 1. Supporting the ADA Lead Enterprise Architect and other Architect roles by performing business analysis and the facilitation of business and stakeholders' communications (including workshops). 2. Providing overall administration support to the ADA and supporting nominated architects in the delivery of the Architecture Advisory and Architecture Governance services offered by the ADA.

Eligibility/Other Requirements: Qualifications in Business Analysis such as BABOK, and/or Business Architecture such as BizBOK; Qualifications in an Enterprise Architecture framework such as TOGAF 9.1 Foundation; Familiarisation with modelling languages such as UML, BPMN, and/or ArchiMate; Familiarisation with modelling tools such as Visio; High level of experience using the whole of MS Office toolset, including SharePoint are desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Peter Brayshaw (02) 6174 7150 peter.brayshaw@act.gov.au

Strategy and Corporate

E-Health and Clinical Records

ISB Management and Strategy

Project Management Office Support Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 37529)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The E-Health and Clinical Records Branch is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning, and implementation of strategies in relation to health information, information and communication technology (ICT) projects and clinical records management. The Branch is responsible for: Implementation and support of the Health Directorate Information Technology (IT) Strategic Plan; Management and support of the Health Directorate clinical records across acute, primary and community based services; Coordination of ICT projects; Management of the relationship with Health Directorate ICT vendors; Financial reporting on Health Directorate use of ICT; Development, implementation and maintenance of ICT policies and procedures; and Ensuring Health Directorate information security. Overview of the Work Area and Position: The ACT Health CIO Project Management Office (PMO) is part of a broader CIO-led organisational change, focused at improving ACT Health governance of ICT investments and projects delivery. The Portfolio Governance Framework program of work comprises of three bodies newly introduced to the organisation: Front Door (FD): aimed at improving the Definition aspects of investments. Project Management Office (PMO): aimed at improving the Delivery aspects of investments. Architecture Design Authority (ADA): aimed at improving the Enterprise Architecture capability in support of FD and PMO activities. The Portfolio Governance Framework introduces the concept of an Investments Journey to describe the full end-to-end lifecycle of ICT investments under the authority of ACT Health CIO Group. The PMO support officer will support the PMO which has been designed to support, manage, deliver and report on all initiated projects throughout the Portfolio Delivery stage of the journey.

Eligibility/Other Requirements: Qualifications in PRINCE 2, PMBOK and/or P30; Demonstrated experience in a program or project office is desirable. High level of experience using the whole of MS Office toolset, including SharePoint. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Peter Brayshaw (02) 6174 7150 peter.brayshaw@act.gov.au

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Maintenance Planner

Health Service Officer Level 10 \$77,482 - \$88,677 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33544)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of

this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Overview of the work area and position: Reporting to the Chief Engineer, the Maintenance Planner will be responsible, across all ACT Health sites, for maintenance plans and schedules and the supervision of business unit administration staff.

Eligibility/Other Requirements: A technical trade certificate in building related work or tertiary qualification relevant to the building trade and/or an engineering qualification is mandatory. A current driver's licence. A certificate IV in WH&S and/or a certificate IV in Project Management is desirable.

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

Contact Officer: Andrew Steele (02) 6244 4530 andrew.steele@act.gov.au

Strategy and Corporate

People, Strategy and Services

Staff Development

Manual Tasks and PART Educator

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 31924)

Gazetted: 06 October 2016

Closing Date: 20 October 2016

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Staff Development Unit (SDU) is the largest area of training within ACT Health, reporting to the Executive Director of People and Culture, Corporate. SDU is a Registered Training Organisation, located on the Canberra Hospital Campus and provides a key coordination role for Learning and Development (L and D) in ACT Health. SDU provides education and training for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation as well as valuing the needs of staff.

SDU develops the eLearning for most of the organisation and manages the systems, reporting and policies for the majority of education/training in ACT Health. SDU works in partnership with tertiary providers for some courses. In this position, you will work with a team to provide manual tasks training and assist with management of violence and aggression (PART) training across ACT Health. You will engage with work areas to consult on training, provide workplace support and advice on manual tasks, and implement compliance audits. An exciting opportunity exists for an experienced trainer to work with a team to plan, implement evaluate and assess Manual Tasks training and assist with management of violence and aggression (PART) training across ACT Health. The successful applicant will engage with work areas to consult on training, provide workplace support and advice on manual tasks, and implement compliance audits. The successful applicant will have sound knowledge of manual tasks particularly in clinical environments, experience with providing education programs, an ability to collaborate with a team to prioritise and share the workload; excellent interpersonal, communication and liaison skills, and have a proven record in working with a diverse group of stakeholders.

Eligibility/Other Requirements: This is a designated position and is specifically for individuals identifying as Aboriginal and or Torres Strait Islander. Proof of Aboriginality may be required as part of the selection process. Experience with implementing manual handling principles and using manual handling equipment particularly in clinical environments. Hold current Train the Trainer status for the PART program or have ability to undertake the Train the Trainer program. Current driver's licence. Hold or be working towards relevant nationally recognised vocational competency units on training and assessment or equivalent tertiary education units desirable.

Note: This is a permanent full-time position. The suitable applicant may be chosen on the basis of application and referee reports only.

Contact Officer: Karen Penman (02) 6244 3643 karen.penman@act.gov.au

Strategy and Corporate

**Business and Infrastructure
Infrastructure Support
Plumber**

Building Trade \$64,611 - \$68,335 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 20068, several)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: To carry out planned and reactive maintenance tasks as well as installation primarily associated with the ACT Health's Mechanical Hydraulic Plant and Equipment at its various sites. Reporting to the Mechanical Supervisor.

Eligibility/Other Requirements: Trade Certificate in Plumbing. Current, extensive experience in the field of hydraulic plant, equipment and systems in a large commercial/industrial facility. Possession of or eligible to obtain ACT Plumbing licence, gas fitters, sewage and drainage licences. A current unrestricted driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Andrew Steele (02) 6244 4530 andrew.steele@act.gov.au

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

Health Professional Level 2 \$59,971 - \$82,328 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 30965, expected vacancy)

Gazetted: 06 October 2016

Closing Date: 20 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Community Care Physiotherapy services are offered from community health centres and in patient homes across the ACT. The service offers assessment and interventions relating to musculoskeletal pain, acute soft tissue injury, post treatment fractures, dislocations and post orthopaedic surgery. A limited home visiting domiciliary service is available for patients who are physically/ medically home bound. Community Care Physiotherapy provides services for Commonwealth Home Support Program clientele.

Qualifications and experience: Be registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Degree in Physiotherapy, or recognized equivalent. Current drivers 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*.

Note: This recruitment round may be used to fill future identical full-time and part-time vacancies at level across the division of Rehabilitation Aged and Community Care over the next 12 months.

Contact Officer: Rowan McIntyre (02) 6205 3808 rowan.mcintyre@act.gov.au

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

Allied Health Assistant - Rehabilitation at Home

Allied Health Assistant 3 \$59,322 - \$65,835 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 36096)

Gazetted: 06 October 2016

Closing Date: 20 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Rehabilitation at Home (RaH) is a specialised multidisciplinary Allied Health team, operating within Rehabilitation, Aged and Community Care. It provides goal-orientated rehabilitation services for up to six weeks for persons over the age of 18 residing within the ACT community. The service aims to maximize improve patients' functional impairments, performance and participation through provision of intensive rehabilitation services. The service facilitates early discharge from inpatient units at The Canberra Hospital, and prevents avoidable admission to hospital through home based rehabilitation for clients presenting with a variety of conditions. The team is made up of Physiotherapists, an Occupational Therapist and another Allied Health Assistant 3. Clinical support and supervision is provided by one of the Allied Health team.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance (Occupational Therapy) or recognised equivalent. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Richard Talbot (02) 6174 8266 richard.talbot@act.gov.au

**Strategy and Corporate
Business and Infrastructure
Infrastructure Support
Refrigeration Mechanic**

Facilities Service Officer Level 7 \$57,493 - \$60,714 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 21208, several)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

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

In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: To carry out planned and reactive maintenance tasks as well as installation primarily associated with the ACT Health's Mechanical Air Conditioning and Refrigeration Plant and Equipment at its various sites. Reporting to the Electrical supervisor. Eligibility/Other Requirements: Trade Certificate in Refrigeration. A current unrestricted driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Contact Officer: Andrew Steele (02) 6244 4530 andrew.steele@act.gov.au

Strategy and Corporate

Business and Infrastructure

Infrastructure Support

Fitter

Facilities Service Officer Level 7 \$57,493 - \$60,714 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 21102)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: To carry out planned and reactive maintenance activities on the Fitters/Machinist infrastructure for all ACT Health Sites as requested. Reporting to the Mechanical supervisor. Eligibility/Other Requirements: Trade Certificate in Fitting and Machining. A current unrestricted driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Andrew Steele (02) 6244 4530 andrew.steele@act.gov.au

Canberra Hospital and Health Services

Critical Care

Medical Imaging

Nuclear Medicine Scientist (Including New Graduates)

Health Professional Level 1/2 \$56,241 - \$82,328 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 16095, several)

Gazetted: 06 October 2016

Closing Date: 20 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Applications are sought from qualified Nuclear Medicine Scientists to fill a temporary position. The Canberra Hospital is a tertiary level health facility and a teaching hospital of the Australian National University (ANU) Medical School and The University of Canberra Nursing and Allied Health Schools. The Nuclear Medicine section has four gamma cameras, two single head and two dual head, one of which has SPECT / CT capabilities. The section also has close relationships with the PET / CT and Bone Mineral Density services and the successful applicant may be required to work in these areas. The department offers a comprehensive range of diagnostic and therapeutic procedures including paediatric, oncology and cardiac studies making the work both challenging and rewarding. This position is available for an enthusiastic clinician with proven experience in developing and promoting standards in a professional team.

Eligibility/Other Requirements: Bachelor of Medical Radiation Science (Nuclear Medicine) or recognised equivalent. Registration with the Medical Radiation Practice Board of Australia. Radiation licence issued from the ACT Health Protection Service (or eligibility for same). Experience using GE Xeleris Processing Software is desirable. New graduates with less than 12 months professional post graduate work experience are eligible to be employed at the Health Professional Level 1. To be employed at the Health Professional Level 2 applicants must have a minimum of 12 months post graduate work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Note: These are temporary position available for a period of six months with the possibility of permanency from this process.

Contact Officer: Sharon Mosley (02) 6174 8251 sharon.mosley@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Pharmacy - TCH

Rotational Pharmacists

Health Professional Level 1 \$56,241 - \$71,657 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 37413, several)

Gazetted: 06 October 2016

Closing Date: 20 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Clinical Services, the pharmacists will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. The Pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community.

Eligibility/Other Requirements: Be registered as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). SHPA membership and experience working in hospital pharmacy is desirable. 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*, work across multiple Canberra Hospital and Health Services sites.

Note: These are temporary positions available for a period of 12 months.

Contact Officer: Stuart Margison (02) 6244 2121 stuart.margison@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Adult Acute Mental Health Services - Enrolled Nurse

Enrolled Nurse Level 1 \$55,944 - \$59,772 | From 1 October 2016 the salary for this vacancy will increase by 1.5%,

Canberra (PN: 29429, several)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with 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: ACT Wide Mental Health 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: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. The Mental Health Short Stay Unit (MHSSU) is a low dependency 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. In this position it is expected that you will provide direct nursing care as well as provide participation in quality improvement processes within the AMHU or MHSSU. You will provide regular input into, and form a n integral part of, the multidisciplinary team. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to multidisciplinary team processes.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Nursing experience within a mental health, alcohol and drug service is desirable. Current driver's licence. Prior to commencement, successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Helen Braun (02) 6174 5406 helen.braun@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Enrolled Nurse - Community Nursing

Enrolled Nurse Level 1 \$55,944 - \$59,772 | From 1 October 2016 the salary for this vacancy will increase by 1.5%,

Canberra (PN: 24265)

Gazetted: 06 October 2016

Closing Date: 20 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as

cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. These services include wound care, continence management, stoma care, post acute support, palliative and end of life care. Services are delivered in a clinic or domiciliary setting. The Community Care Program is seeking applications from Enrolled Nurses to permanently fill a part-time community nursing position. Enrolled Nurses interested in working in community nursing should have a wide range of clinical experience and be committed to high quality customer service with a multidisciplinary focus. This position requires an ability to work autonomously with a high level of problem solving ability. This is an exciting opportunity to work in a progressive and rewarding program, providing community nursing services to the residents of Canberra, in their homes and in Health Centre clinics. Interested nurses are encouraged to speak with the contact officer to discuss this position.

Eligibility/Other Requirements: Registered as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Recent experience in a wide range of clinical hospital and/or community health settings is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a part-time position available at 32 hours per week; salary is pro rata for part-time. Please address the selection criteria and provide a current CV. Please arrange to have two referee contacts available (including one from a current supervisor).

Contact Officer: Judith Perry (02) 6205 1498 judith.perry@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Administrative Officer

Administrative Services Officer Class 2 \$51,436 - \$56,796 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 21558)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. Under the direction of the

manager of Administration, you will provide frontline administration support to staff supporting people with substance misuse disorder in the public health sector in accordance with current policies and procedures. Eligibility/Other Requirements: Desirable: Previous experience in an Administration role, current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Contact Officer: Jodie Kenny (02) 6174 7967 jodie.kenny@act.gov.au

Health Planning and Infrastructure

Health Infrastructure Services

Asset Management

Strategic Asset Manager

Senior Officer Grade B \$114,847 - \$129,290 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 23481)

Gazetted: 06 October 2016

Closing Date: 13 October 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: Asset Management, within Health Infrastructure, are seeking a suitable experience person for the position of Strategic Asset Manager. This role is responsible for providing strategic support across a number of operational procedures, systems and processes. Develop, implement and manage a strategic approach to the ACT Health asset portfolio. Provide strategic support across a number of operational procedures, systems and processes.

Eligibility/Other Requirements: Qualifications or recent relevant experience in project management, building trades and/or Asset Management within a health environment is highly desirable. Must hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Independent Competition and Regulatory Commission

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

Independent Competition and Regulatory Commission

Principal Economist

Senior Officer Grade A \$133,383 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 27796)

Gazetted: 30 September 2016

Closing Date: 30 November 2016

Details: The Independent Competition and Regulatory Commission (Commission) is established under the *Independent Competition and Regulatory Commission Act 1997* to regulate pricing, access and other matters in relation to industries, to independently investigate competitive neutrality complaints and government regulated activities, and to promote effective competition in the interests of consumers. Under the *Utilities Act 2000*, the Commission has responsibility for licensing utility services and ensuring compliance with licence conditions. We

are seeking a Principal Economist to provide effective leadership and specialist advice to the Commission on industry and regulatory policy including for the water and energy sectors and on other areas associated with microeconomic reform, competition policy and regulatory issues in relation to the Commission's statutory functions. The Principal Economist will report to the Chief Executive and will assist the Senior Commissioner and the Chief Executive in a range of functions. The Principal Economist must be able to engage effectively with other staff and with external stakeholders and will be expected to represent the Commission both within and externally. Contact Officer: Ranjini Nayager (02) 6205 0799 ranjini.nayager@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

Legislation, Policy and Programs

Civil Law

Senior Policy Officer

Senior Officer Grade C \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 35620)

Gazetted: 04 October 2016

Closing Date: 18 October 2016

Details: Applications are sought for the position of Senior Policy Officer, Civil Law, Legislation, Policy and Programs. The Civil Law team administers a wide range of legislation and provides legal policy advice in a wide range of areas, including courts and tribunals, residential tenancies, unit titles, relationship laws, discrimination, privacy and human rights. Expressions of interest are sought from people who are able to demonstrate high level skills in project management, experience in conducting public consultation and development of legal policy and legislation. Experience in human rights, guardianship, privacy or discrimination law would be an advantage. Eligibility/Other Requirements: Legal Qualifications and experience developing legislation is highly desirable. Note: This is a temporary position available until 17 March 2017.

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

Applications should be sent to the contact officer.

Contact Officer: Julie Beddoe (02) 6207 4264 julie.beddoe@act.gov.au

Human Rights Commission

Victim Support ACT

Policy Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 43609)

Gazetted: 29 September 2016

Closing Date: 13 October 2016

Details: Victim Support ACT is seeking written applications of no more than three pages, addressing the selection criteria for the position of Policy Officer. Contact details of two referees and a current curriculum vitae must accompany the application.

Eligibility/Other Requirements: Experience and or demonstrated interest in working with victims of crime is highly desirable. A tertiary qualification in health or legal studies is also highly desirable.

Notes: This is a temporary position available for a period of 12 months. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required.

For further information on Working with Vulnerable People registration refer to -

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Carolyn Dekantios (02) 6207 7523 carolyn.dekantios@act.gov.au

Human Rights Commission

Victim Support ACT

Assessor

Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 31852, several)

Gazetted: 29 September 2016

Closing Date: 13 October 2016

Details: Victim Support ACT is seeking two assessors to assist in the administration of the Financial Assistance Scheme. The successful applicants will have strong communication, analysis and problem solving skills as well as the ability to interpret and apply legislation.

Eligibility/Other Requirements: Experience and or demonstrated interest in working with victims of crime is highly desirable. A tertiary qualification in health or legal studies is also highly desirable.

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

Contact Officer: Carolyn Dekantios (02) 6207 7523 carolyn.dekantios@act.gov.au

Legislation, Policy and Programs

Civil Law

Senior Legal Policy Officer

Legal 1 \$59,972 - \$120,785 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 03208)

Gazetted: 04 October 2016

Closing Date: 18 October 2016

Details: Applications are sought for the position of Senior Legal Policy Officer in Civil Law. The Civil Law group offers a wide variety of interesting work on property and commercial law, human rights, access to justice, and the courts system. This position is responsible for the day-to-day management of legal policy responsibilities relating to courts and tribunal administration.

Eligibility/Other Requirements: Applicants must hold a degree in Laws, which, in the opinion of the Director-General, is appropriate to the duties of the office. High level experience in a legal policy area is highly desirable, together with experience working with courts administration.

Contact Officer: Julie Beddoe (02) 6207 4264 julie.beddoe@act.gov.au

Corporate

ICT Programs and Project Delivery

ICT Portfolio Manager

Senior Officer Grade B \$114,847 - \$129,290 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 33895)

Gazetted: 04 October 2016

Closing Date: 11 October 2016

Details: A great opportunity exists for a motivated and experienced IT professional. The successful applicant will plan, direct and coordinate the activities required to manage and implement ICT programs and projects within the Justice and Community Safety Directorate (JACSD) in support of business sponsors. JACSD has a large number of government and business critical systems. The larger areas within the JACSD portfolio with significant ICT footprint include: ACT Law Courts and Tribunals, Emergency Services Agency and ACT Corrective Services. There are also a range of systems to which support provision of legal services, policy development and legislation drafting and publishing and statutory agencies' client case management.

Eligibility/Other Requirements: Relevant Tertiary/Educational Qualifications are highly desirable. Project/Program Management, some experience in Enterprise Architecture and/or Business Analysis would be of benefit.

Educational and professional qualifications checks may be undertaken prior to employment. The possession of, or the ability to attain, a Baseline security clearance is a requirement. Business and technical referees will be requested.

Note: This is a temporary position commencing as soon as possible until June 2017 with a possibility of extension.

Contact Officer: Melissa Tierney (02) 6205 3196 melissa.tierney@act.gov.au

Transport Canberra and City Services

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

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

City Services

City Presentation

Licensing and Compliance

Public Use Officer

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%, Canberra (PN: 25884)

Gazetted: 04 October 2016

Closing Date: 18 October 2016

Details: This position is a primary point of contact for enquiries relating to the use and access of public unleased land. Working across Government and with many community and business organisations, as well as the public, the successful applicant will help coordinate the use and access to public land for activities such as construction works, weddings, parties and major events. The successful applicant will need to demonstrate good communication and customer relation skills and a positive, solution focused attitude. Word processing skills are essential. The position works within a small team and reports directly to Public Use Coordinator.

Eligibility/Other Requirements: Previous experience in working in a licensing environment would be seen as highly desirable, but not essential.

Notes: This is a temporary position available for a period of 12 months with the possibility of permanency from this process.

Contact Officer: Darren Gerrard (02) 6205 7245 darren.gerrard@act.gov.au

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

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Chloe Blacka 848-65465, Section 68(1), 4 October 2016

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Xi Huang 848-77351, Section 68(1), 29 September 2016

Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Andrew Tyrie 846-92883, Section 68(1), 28 September 2016

Community Services

Administrative Services Officer Class 3 \$58,278 - \$62,720 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

ANDREW ANTHONY 846-98441, Section 68(1), 28 September 2016

Senior Officer Grade A \$133,383 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Katie Ward 844-83205, Section 68(1), 28 September 2016

Health

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade) | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Jemma Corrigan 843-90690, Section 68(1), 1 October 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Sarah Flood 829-68794, Section 68(1), 29 September 2016

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Susan Jamieson 846-99858, Section 68(1), 1 November 2016

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Lincy Joseph 845-01549, Section 68(1), 6 October 2016

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Jayde McKendrick 845-21371, Section 68(1), 1 November 2016

Health Professional Level 4 \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Yee Ching Ng 848-79867, Section 68(1), 4 October 2016

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Amanda Nicol 848-83508, Section 68(1), 6 October 2016

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Shirley Omosigho 833-47607, Section 68(1), 6 October 2016

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Melanie Sibson 848-20902, Section 68(1), 1 November 2016

Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Theresa Solinap 845-01637, Section 68(1), 31 October 2016

Cadet Professional Officer – Practical Training \$45,706 - \$50,280 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Jarrold Williams 848-82636, Section 68(1), 4 October 2016

Justice and Community Safety

Senior Officer Grade C \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Melissa Ainslie Butler 853-29330, Section 68(1), 28 September 2016

Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Philippa Swayn 846-97043, Section 68(1), 4 October 2016

Transport Canberra and City Services

General Service Officer Level 5/6 \$50,666 - \$55,760 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Arryn Bennetts 844-01441, Section 68(1), 1 November 2016

General Service Officer Level 5/6 \$50,666 - \$55,760 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Rhys Allan Husselbee 846-90992, Section 68(1), 28 September 2016

Bus Operator - Training \$64,269 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Luke Powter 848-82759, Section 68(1), 1 October 2016

Bus Operator - Training \$64,269 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Ateeq Ur Rahman 848-82767, Section 68(1), 1 October 2016

Bus Operator - Training \$64,269 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Gurtej Singh 848-79509, Section 68(1), 1 October 2016

Bus Operator - Training \$64,269 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Luke Smith 848-82783, Section 68(1), 1 October 2016

Bus Operator - Training \$64,269 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Gregory Taylor 848-82804, Section 68(1), 1 October 2016

Senior Officer Grade A \$133,383 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Christopher Ware 713-00975, Section 68(1), 27 September 2016

Bus Operator - Training \$64,269 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Andrew Wilkinson 848-82820, Section 68(1), 1 October 2016

TRANSFERS

Health

Tony George: 834-45055

From: Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Health

To: Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 37301) (Gazetted 12 April 2016)

Jason Christopher Hall: 846-89086

From: Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Justice and Community Safety

To: Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 37327) (Gazetted 14 April 2016)

Joseph Manamel: 844-02188

From: Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 37277) (Gazetted 14 April 2016)

Tedy Thomas: 834-45012

From: Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Health

To: Registered Nurse Level 1 \$61,683 - \$82,398 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 37297) (Gazetted 14 April 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services ICT

Technology Services

Networks and Communications Services

Matthew Geoffrey Carson: 835-94384

From: Information Technology Officer Class 1 \$62,720 - \$71,396 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development, Canberra (PN. 26748) (Gazetted 20 July 2016)

Access Canberra

Customer Coordination Services

Shopfront Services

Paige Cross: 844-00430

From: Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development, Canberra (PN. 18857) (Gazetted 9 August 2016)

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

Community Services

Strategy, Participation and Early Intervention

Community Participation Group

Jillian De Luca: 827-44838

From: Professional Officer Class 1 \$54,705 - \$75,852 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Community Services, Canberra (PN. 37139) (Gazetted 12 August 2016)

Education

Office For Schools

Tuggeranong Network

Fadden Primary School

Jacqueline Balch: 729-18021

From: Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Education

To: Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Education, Canberra (PN. 00563) (Gazetted 24 August 2016)

Office for Schools

North Gungahlin Network

Lyneham High School

Romana Cretnik: 835-92549

From: School Assistant 2 \$43,736 - \$48,298 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Education

To: School Assistant 4 \$59,418 - \$64,340 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Education, Canberra (PN. 01461) (Gazetted 11 August 2016)

Office For Schools

North and Gungahlin Network

North Ainslie Primary School

Nadia Murad: 799-87345

From: School Assistant 2 \$43,736 - \$48,298 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Education

To: Administrative Services Officer Class 5 \$71,907 - \$76,114 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Education, Canberra (PN. 18363) (Gazetted 19 August 2016)

Health

Canberra Hospital and Health Services

Alice Fawcett: 817-53273

From: Senior Officer Grade C \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Health

To: †Senior Officer Grade C \$97,514 - \$104,967 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 35670) (Gazetted 4 August 2016)

Strategy and Corporate

Business and Infrastructure

Business and Infrastructure Executive

Adam Goodchild: 762-88047

From: Facilities Service Officer Level 7 \$57,493 - \$60,714 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Health

To: Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 29951) (Gazetted 18 August 2016)

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Johanna Hayes: 846-93480

From: Administrative Services Officer Class 3 \$58,278 - \$62,720 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Health

To: Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 10000) (Gazetted 8 September 2016)

Canberra Hospital and Health Services

Jane Sprague: 840-51525

From: Registered Nurse Level 2 \$85,659 - \$90,789 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Health

To: †Registered Nurse Level 3.1 \$98,207 - \$102,249 | From 1 October 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 11687) (Gazetted 19 May 2016)

Canberra Hospital and Health Services

Surgery, Oral Health and Imaging

Samantha Watson: 831-24294

From: Administrative Services Officer Class 2 \$51,436 - \$56,796 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Health

To: Administrative Services Officer Class 4 \$64,700 - \$70,057 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Health, Canberra (PN. 28536) (Gazetted 8 September 2016)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Jennifer Stein: 84685544

From: Health Professional Level 2 \$59,971 - \$82,328 | From 6 October 2016 the salary for this vacancy will increase by 1.5%,

Justice and Community Safety

To: Health Professional Level 2 \$59,971 - \$82,328 | From 6 October 2016 the salary for this vacancy will increase by 1.5%,

Health, Canberra (PN. 29218) (Gazetted 11 August 2016)

Justice and Community Safety

Legislation, Policy and Programs

Restorative Justice Unit

Lynette Graham: 827-34568

From: Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Justice and Community Safety

To: Administrative Services Officer Class 6 \$77,482 - \$88,676 | From 6 October 2016 the salary for this vacancy will increase by 1.5%

Justice and Community Safety, Canberra (PN. 37329) (Gazetted 25 July 2016)