



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 1 December 2016**

## VACANCIES

### Calvary Health Care ACT (Public)

#### Emergency Department

##### Registrar

##### Registrar Level 1 – Registrar Level 4 (\$97,245 - \$121, 504)

Gazetted: 1 December 2016

Closing: 11 December 2016

Reference Number: 14148 <https://calvary.mercury.com.au>

Contract Officer: Cheryl Wood [Cheryl.wood@calvary-act.com.au](mailto:Cheryl.wood@calvary-act.com.au)

### Canberra Institute of Technology

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

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

#### Trade Skills and Vocational Learning

##### Culinary

##### Culinary Teacher

##### Teacher Level 1 \$69,477 - \$92,704, Canberra (PN: 51155)

Gazetted: 29 November 2016

Closing Date: 8 December 2016

Details: Under general direction from the Head of Department, a Teacher Level 1 will perform professional, educational, administrative and training duties such as: Teaching delivery across all Units of Competency within the program area as prescribed in the relevant enterprise agreement. Use flexible, innovative and blended learning tools to deliver educational programs that provide opportunities to achieve required outcomes. Develop and apply valid theory, learning resources and practical assessment tools in a range of training environments to meet the changing needs of various client and commercial groups and administration duties, as required by the Apprenticeship System, User Choice and Australian Skills Quality Authority (ASQA) to ensure contractual obligations of a Registered Training Organisation are met. Obligations include training plan negotiations, enrolments, delivery, assessment and reporting progress to employers and funding agencies. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience: All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to

that being taught, or as specified in the applicable training package or accredited curriculum specifications. Appropriate Industry competencies demonstrated by the following qualifications: Certificate III Commercial Cookery.

Note: This is a temporary position available for a period of two years with the possibility of extension up to but not exceeding five years.

Contact Officer: Tony Mudge (02) 6207 3228 tony.mudge@cit.edu.au

### **CIT Trades Skills and Vocational Learning**

#### **CIT Auto, Metals and Logistics**

##### **Metal Fabrication Teacher**

**Teacher Level 1 \$69,477 - \$92,704, Canberra (PN: 15065)**

Gazetted: 30 November 2016

Closing Date: 9 December 2016

Details: Under general direction from the Head of Department, a Teacher Level 1 will perform professional, educational, administrative and training duties such as: Teaching delivery across all units of competency within the Metal Fabrication and Welding Trades for Heavy and Light Fabrication streams as prescribed in the relevant enterprise agreement. Use flexible, innovative and blended learning tools to deliver educational programs that provide opportunities to achieve required outcomes. Develop and apply valid theory, learning resources and practical assessment tools in a range of training environments to meet the changing needs of various clients and commercial groups and administration duties, as required by the Apprenticeship System, User Choice and ASQA to ensure contractual obligations of a Registered Training Organisation are met. Obligations include training plan negotiations, enrolments, delivery, assessment and reporting progress to employers and funding agencies. 'CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability'. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements' This position is for temporary filling for a period of up to but not exceeding 5 years.

Eligibility/Other Requirements: MANDATORY QUALIFICATIONS AND/OR REGISTRATIONS/LICENCING: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTO's 2015. Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience: All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Appropriate Industry competencies demonstrated by the following qualifications: Certificate III in Engineering Fabrication Trade that covers: Metal Fabrication and Welding trades for Heavy Fabrication stream and or Metal Fabrication and Welding trades for Light Fabrication stream.

**Note:** This is a temporary position available for a period of up to, but not exceeding five years.

Contact Officer: Steve McMahon (02) 6207 3818 steve.mcmahon@cit.edu.au

### **Trade Skills and Vocational Learning**

#### **Electrical Studies**

##### **Electrical Trades Teacher**

**Teacher Level 1 \$69,477 - \$92,704, Canberra (PN: 51395)**

Gazetted: 25 November 2016

Closing Date: 13 December 2016

Details: Under general direction from the Head of Department, a Teacher Level 1 will perform professional educational, administrative and training duties such as: Teaching delivery across all Units of Competency within the Certificate III Electro Technology Electrician Trade as prescribed in the relevant enterprise agreement. Use flexible, innovative and blended learning tools to deliver educational programs that provide opportunities to achieve required outcomes. Develop and apply valid theory, learning resources and practical assessment tools in a range of training environments to meet the changing needs of various clients and commercial groups and administration duties, as required by the Apprenticeship System, User Choice and Australian Skills Quality Authority (ASQA) to ensure contractual obligations of a Registered Training Organisation are met. Obligations include training plan negotiations, enrolments, delivery, assessment and reporting progress to employers and funding agencies. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal and Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory qualifications and/or registrations/licensing. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience: All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

Appropriate Industry competencies demonstrated by the following qualifications: Certificate III in Electro Technology – Electrical or equivalent Certificate III in Refrigeration and Air Conditioning – or equivalent Possess or able to obtain ARCTick – Refrigerant handling licence full or restricted (Disconnect or Re-connect) electrical licence  
Note: This is a temporary position available for a period of up to but not exceeding five years.

Contact Officer: Josephine Whitfield (02) 6207 3218 josephine.whitfield@cit.edu.au

**College of Business, Tourism and Accounting**

**Business Administration**

**Administration Support Officer**

**Administrative Services Officer Class 2/3 \$52,208 - \$63,661, Canberra (PN: 55491)**

Gazetted: 29 November 2016

Closing Date: 6 December 2016

Details: An opportunity exists in the Business Administration Department for an Administrative Support Officer. The position duties include: Attending to routine enquiries, providing general administrative support, maintaining reception area, and assisting with enrolments and other events. For further information regarding duties and responsibilities, refer to the attached position description. Canberra Institute of Technology is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Certificate III in Business Administration or above is highly desirable.

Note: This is a temporary position available 13 January 2017 to 15 August 2017 with the possibility of extension.

Contact Officer: Shari Madden (02) 6205 4148 shari.madden@cit.edu.au

**Chief Minister, Treasury and Economic Development**

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

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

**Enterprise Canberra**

**Innovate Canberra**

**Executive**

**Director, Programs, Innovate Canberra**

**Executive Level 1.1 \$190,839 - \$198,895 depending on current superannuation arrangements, Canberra (PN: E891)**

Gazetted: 30 November 2016

Closing Date: 7 December 2016

Details: Innovate Canberra is seeking expressions of interest from a highly skilled and motivated individual who will support the Executive Director in the delivery of the Government's economic diversification strategies and programs.

The successful candidate will be required to provide leadership of Innovate Canberra's innovation, trade and investment facilitation programs and provide high-level advice to the Executive and the Minister on all matters related to program delivery. The successful candidate will be required to prudently manage staff and finances associated with programs, implement systems to manage risk and monitor program performance, and manage strategic communications associated with the government's private sector development agenda.

Executive Capabilities: As well as technical skills in business program delivery, the role requires a person who has very strong customer service and communication skills and the ability to think and work strategically.

Remuneration: The position attracts a remuneration package ranging from \$190,839 - \$198,895, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$146,461.

Contract: This position is short-term for a period of six months with the possibility of extension.

Note: Applications close COB 7 December 2016.

How to Apply: Interested applicants are requested to submit an Expression of Interest of no more than 2 pages providing details of relevant experience and skills to undertake the duties and responsibilities of the role, a copy of current curriculum vitae and the name and contact details for two referees to Ian Cox before COB on the listed closing date.

Contact Officer: Ian Cox (02) 6207 2004 [Ian.Cox@act.gov.au](mailto:Ian.Cox@act.gov.au)

**Executive**

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

Gazetted: 26 November 2016

Closing Date: 12 December 2016

Details: The CMTED Directorate leads the ACT Public Service and provides strategic advice to the Chief Minister, Treasurer, Minister for Economic Development and Cabinet on policy, financial and economic matters, service delivery and whole of government issues. As Deputy Director-General Policy and Cabinet, you will provide high level advice and direction across the Service on a range of complex policy and strategy matters and will have a central agency coordination role in relation to strategic planning, social and economic policy and regional policy and engagement. You will also lead the implementation of key Government initiatives and reforms, provide advice on intergovernmental relations, oversee the provision of secretariat functions for Cabinet, and provide policy advice and support for the ACT Public Service Strategic Board.

Contact Point: Should you require any further information, please contact Blayne O'Hara of EQV Associates, on 1300 565 010.

Before applying, please obtain selection documentation by emailing [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au) For further information, please contact Ian Hansen on 0408 306 769. Applications close on 12 December 2016.

**Shared Services**

**Information Communication and Technology**

**Portfolio Hub**

**Program Manager**

**Senior Officer Grade A \$135,384, Canberra (PN: 23937)**

Gazetted: 28 November 2016

Closing Date: 5 December 2016

**Details:** Shared Services Information Communication and Technology (ICT) is seeking an experienced Program Manager for a data centre relocation program. The successful Program Manager should have experience in delivering large ICT programs, managing technical teams and managing Government procurement activities.

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

**Contact Officer:** David Turner (02) 6207 1196 [david.turner@act.gov.au](mailto:david.turner@act.gov.au)

**Shared Services**

**Finance and Payroll Services**

**Payroll Services**

**Client Manager, Payroll Services**

**Senior Officer Grade A \$135,384, Canberra (PN: 09751)**

Gazetted: 28 November 2016

Closing Date: 12 December 2016

**Details:** Shared Services, Finance and Payroll Services is seeking a highly motivated, customer centric Client Manager to lead and manage its Payroll Services. Experience in managing payroll in a complex and large environment coupled with experience with Chris21 and HR21 is highly desirable. The successful applicant will have demonstrated high-level leadership and management skills with the capacity to lead organisational cultural change and possess the ability to build strong relationships and work collaboratively with stakeholders and customers. A high level of written and oral communication skills together with technological capability is commendable. A key aspect of this role is the ability to manage budgets in a diverse and rapidly changing environment, ability to interpret and apply legislation, manage and develop staff and be familiar with payroll processes. Essential to the role is the understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and Workplace Health and Safety principles and practices.

**Eligibility/Other Requirements:** Whilst not mandatory, qualifications in Human Resources is desirable.

**Contact Officer:** Calvin Robinson (02) 6205 3819 [calvin.robinson@act.gov.au](mailto:calvin.robinson@act.gov.au)

**Shared Services**

**Shared Services, Information and Communication Technology Team**

**Business Application Management**

**Critical Systems Manager**

**Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 21700)**

Gazetted: 30 November 2016

Closing Date: 14 December 2016

Details: This role provides leadership in the provisioning of application support and life-cycle management for a number of the Health Directorate's critical systems and their associated components and includes direct line management responsibility for a small team. Required to liaise with vendors, users and other technical staff in relation to system governance, implementation, system support, maintenance and enhancements.

Eligibility/Other Requirements: Project Management skills such as knowledge of MSP, PRINCE2, and ITIL frameworks would be highly advantageous. Educational and professional qualifications checks may be undertaken prior to employment. Education and/or professional qualifications in Information Technology are highly desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available 5 December 2016 to 31 July 2017 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

Contact Officer: Peter McNiven (02) 6205 3852 peter.mcniven@act.gov.au

## **Access Canberra**

### **Customer Coordination**

#### **Working with Vulnerable People**

##### **Senior Manager**

##### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 26867)**

Gazetted: 30 November 2016

Closing Date: 7 December 2016

Details: Under the supervision of the Senior Manager: Manage the day to day operations of a business unit. Provide high level client service, ensuring staff provide a positive client experience. Ensure the provision of accurate and relevant information in support of clients obtaining service through Access Canberra. Resolve more complex issues with or on behalf of your team. Provide positive supervision and mentoring for your team. Operate in accordance with relevant legislation administered by the Office of Regulatory Services. Exercise delegations and statutory responsibilities under relevant legislation, codes and in accordance with organisational policies. Operate in accordance with relevant ACT Government legislation, including but not limited to the *Territory Records Act 2002* and the Public Sector Management Act Implement new or modified functions using project management methodology. Ensure procedures are in place to support decision making, including operating within the quality assurance framework to ensure the accuracy and integrity of regulated activities are regularly reviewed and maintained or improved over time. Manage the day to day operations of the Births Deaths and Marriages and Background Screening (human resource, financial and information communication technology). Represent Access Canberra at various committees, seminars, conferences and meetings on a local and national basis. This position does not require a pre-employment medical. This position does not require a Working with Vulnerable People Check This position does involve direct supervision of personnel.

Note: This is a temporary position available ASAP until 7 February 2017 and is available to current ACTPS employees only.

How to Apply: Expressions of interest are sought from potential candidates and should include a supporting statement of no more than one page 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: Tyler Penfold (02) 6207 9012 tyler.penfold@act.gov.au

## **Corporate**

### **People and Capability**

#### **Senior Human Resource Advisor**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 35564)**

Gazetted: 28 November 2016

Closing Date: 12 December 2016

Details: Chief Minister, Treasury and Economic Development (CMTEDD) is seeking an experienced HR professional to join the Corporate People and Capability Branch as a Senior Human Resource Advisor. The position will operate as part of a small outcome focussed team that performs a broad range of strategic HR functions for the Directorate. The successful applicant will have broad generalist HR experience, including knowledge and experience in change management, workforce analytics and organisational culture. They will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and collegiately.

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

Contact Officer: Maggie Drejer-White 0415 659 650 [maggie.drejer-white@act.gov.au](mailto:maggie.drejer-white@act.gov.au)

**LDA Sales, Marketing and Property Management**

**Sales, Marketing and Land Management**

**Sales**

**Sales Campaign Manager**

**Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 18812)**

Gazetted: 25 November 2016

Closing Date: 13 December 2016

Details: The Land Development Agency (LDA) is seeking an enthusiastic Sales Campaign Manager to provide strategic advice and creative solutions for the sales program. The role requires management of external suppliers including legal firms and real estate agencies for the delivery of sales related services including the preparation, conveyance and sale of land. There is focus on project management to ensure cross-functional input into plans, sales campaigns, and budgets. The role also requires an ability to interpret Legislation and Policy, interpret data and manage high level sales reports. The role works in a fast-paced environment with an emphasis on attention to detail and stakeholder coordination. We are looking for a dynamic, dedicated, flexible team player who is passionate about sales and achieving results in a Government environment.

Eligibility/Other Requirements: Understanding of the land or property development market, particularly in terms of sales. Understanding of ACT Government legislation. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available from 6 February 2017 to 6 October 2017 with the possibility of extension. Selection may be based on application and referee reports only. Applicants are required to address the Selection Criteria as part of their application. This position will be required to occasionally work after hours and on weekends.

Contact Officer: Julia Forner (02) 6207 7096 [julia.forner@act.gov.au](mailto:julia.forner@act.gov.au)

**Access Canberra**

**Construction, Environment and Workplace Protection**

**Business Support and Training**

**Helpdesk Supervisor**

**Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 46012)**

Gazetted: 25 November 2016

Closing Date: 9 December 2016

Details: The person we are looking for will have the ability to provide guidance and support to helpdesk staff to investigate, analyse and provide solutions to rectify complex issues related RTA legislation, policy and procedures.



We are looking for someone who is proactive and able to work unsupervised with a focus on streamlining and improving business operations.

Note: This is a temporary vacancy available from 19 December 2016 to 19 December 2018. Selection may be based on application and referee reports only.

**Contact Officer:** Hayley Eastman (02) 6207 0403 hayley.eastman@act.gov.au

**Access Canberra**

**Community, Business and Transport Report**

**Business Support and Training**

**Administrative Officer**

**Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 01870)**

Gazetted: 25 November 2016

Closing Date: 2 December 2016

Details: Access Canberra has a temporary vacancy for a Training Supervisor. The person we are looking for will be highly organised and assure quality in the design, development and preparation of training courses facilitated by Road User Services. They will be responsible for preparing and maintaining training schedules, databases, training materials, program assessments and work closely with RTA and rego.act stakeholders to identify training needs and training providers. We are looking for someone who is proactive and able to work unsupervised with a focus on delivering high quality training courses.

Eligibility/Other Requirements: Certificate IV in training and assessment is highly desirable.

Note: This is a temporary position available from 1 February 2017 to 1 February 2019. Selection may be based on application and referee reports only.

Contact Officer: Hayley Eastman (02) 6207 0403 hayley.eastman@act.gov.au

**Sales, Marketing and Property Management**

**Venues Canberra**

**National Arboretum Canberra**

**Horticulture Leading Hand**

**General Service Officer Level 9 \$68,126 - \$76,990, Canberra (PN: 37853)**

Gazetted: 24 November 2016

Closing Date: 12 December 2016

Details: The National Arboretum Canberra is looking for a motivated and skilled Horticulture Leading Hand to work within a small horticultural team to undertake a range of tasks associated with the management and development of the Arboretum living collections and landscape consistent with the Master Plan and Business Plan. Enhance the presentation of the National Arboretum and the recreational experience of visitors. Provide a visible presence in the Arboretum and interact with visitors as required to present a professional and welcoming image to the public. Carry out general horticultural and arboriculture maintenance checks and activities as well as maintain and operate irrigation infrastructure. Experience in similar roles would be an advantage.

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

**Sales, Marketing and Property Management**

**Venues Canberra**

**National Arboretum Canberra**

**Administration Support Officer**

**Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 37854)**

Gazetted: 24 November 2016

Closing Date: 12 December 2016

Details: The National Arboretum Canberra is looking for a motivated and skilled Administration Support Officer to assist the Business Support Officer in all aspects of office administration tasks. You will have strong skills in Microsoft Office suite of software, have attention to detail and an ability to be able to prioritise your workload. You will be able to perform a range of support duties that may include coordinating meetings, minute taking, records management, processing personnel documents, managing office machines, distribution and follow up of incoming/outgoing documents including mail and other documentation. Experience in similar roles would be an advantage.

Note: This is a temporary position available from 15 January 2017 to 30 June 2017.

Contact Officer: Kara Highfield (02) 6205 5082 kara.highfield@act.gov.au

## **Access Canberra**

### **Projects, Governance and Support**

#### **Finance and Budgets**

##### **Finance Officer**

#### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 05763, several)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: At Access Canberra, we find innovative solutions that create positive change in our community. We are often the first point of contact for anyone wanting to interact with the ACT Government and we are working to make this process easier, simpler and faster for all. We are currently looking for an energetic, results-driven person with great attention to detail to join our Finance and Budgets team. This is an important area that helps to drive many of the biggest projects across Access Canberra. Do you want to join a great team with a positive atmosphere? Do you want to see the results of your work benefitting your own community? Do you want to build your skills and knowledge in government finance? Then this is the position for you.

Note: This is a temporary position available for up to six months with the possibility of extension. Please limit Selection Criteria responses to 350 words per criteria.

Contact Officer: Bei Hu (02) 6205 2870 bei.hu@act.gov.au

## **Shared Services**

### **Shared Services Information and Communication Technology (ICT)**

#### **ICT Service Desk**

##### **Service Delivery Officer**

#### **Information Technology Officer Class 1 \$63,661 - \$72,467, Canberra (PN: 14332, several)**

Gazetted: 24 November 2016

Closing Date: 1 December 2016

Details: Shared Services Information and Communication Technology (ICT) is looking for a highly motivated individual with experience in providing technical leadership to a rotating team of support staff providing technical and operational support. You will be responsible for co-ordinating the ICT support of a number of ACT Government Directorates. You will have a strong client focus and a willingness to be part of a dynamic team is essential. You will be an escalation point for more complex support issues and also an escalation point for clients.

Eligibility/Other Requirements: Educational and professional qualification checks may be undertaken prior to employment. Incumbents may be required to participate in an on-call arrangement that operates 24 hours, 7 days a week. Incumbents may be required to provide onsite support or work on the Service Desk and must be willing to rotate between roles as required. A current driver's licence or the ability to quickly acquire a driver's licence highly desirable. Knowledge of the Information Technology Infrastructure Library (ITIL) structure and principles would be

advantageous. A strong understanding of the ACT Government's ICT infrastructure environment and experience in the use and support of ICT systems and applications would be highly regarded.

Contact Officer: David Hingston (02) 6205 1269 david.hingston@act.gov.au

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

### **Access Canberra**

#### **Licensing and Registrations**

#### **Environment and Dangerous Substances Licensing**

#### **Licensing Officer**

#### **Professional Officer Class 1 \$55,526 - \$76,990, Canberra (PN: 15671)**

Gazetted: 24 November 2016

Closing Date: 8 December 2016

Details: The Licensing Officer will work under the broad direction of Managers within Construction and Environment Workplace Protection. This will include working within a large and diverse team to administer licensing process including the processing of applications and maintaining public registers relating to construction, environment and workplace health and safety industries; providing technical advice to various inspectorate and enforcement teams within the division, Access Canberra, and other areas ACT Government; establishing and maintaining relationships with internal and external clients and stakeholders; prepare a range of written correspondence including ministerial and directorate correspondence, news articles, digital service information such as web sites and scribing duties; maintaining records in accordance with the *Territory Records Act 2002*; and other duties as reasonably directed by a Supervisor/Manager of Access Canberra.

Note: This is a temporary position available for a period of two years with the possibility of extension. Applicants should provide a response to the selection criteria and a current CV including details of two referees.

Contact Officer: Tom Nilsen (02) 6205 4644 tom.nilsen@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.

### **Community Services**

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

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

### **CYPS**

#### **Operational Support**

#### **Assistant Manager**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 07487)**

Gazetted: 25 November 2016

Closing Date: 2 December 2016

Details: The Administrative Services Officer Class 6 Assistant Manager within the Operational Support role is focused on supporting Child and Youth Protection Services (CYPS) to deliver the best possible life outcomes for children and young people through the efficient administration of the Operational Support Teams and through the effective assistance to the Manager, Operational Support and by facilitating the management of the staff within those teams.

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

Note: This is a temporary position available from December 2016 for up to six months with the possibility of extension.

Contact Officer: Sheree McMillan (02) 6207 4792 sheree.mcmillan@act.gov.au

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

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

### **Operations North/South**

### **Case Manager**

### **Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 03349, several)**

Gazetted: 25 November 2016

Closing Date: 12 December 2016

Details: The Health Professional Level 2 (HP2) Case Manager role is focussed on delivering the best possible life outcomes for children and young people through responsive client service underpinned by best practice trauma informed case management.

Eligibility/Other Requirements: Relevant tertiary qualifications e.g. in Social Work, Psychology, Social Welfare, Social Science or related discipline. One year's experience working with children, youth and/or families in a social work/case management role. Current driver's licence.

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

Contact Officer: Larissa Sellars 6207 6643 CYPSRecruitment@act.gov.au

### **Education**

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

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

### **Education Strategy**

### **Learning, Teaching and Early Childhood**

### **Pedagogy**

### **Senior Manager**

### **School Leader A \$143,712 - \$172,560, Canberra (PN: 09727)**

Gazetted: 29 November 2016

Closing Date: 13 December 2016

Details: Manage the Section within legislative requirements and in accordance with system and school board policies. Provide professional leadership in all aspects of the Section's operations and promote the overall educational welfare of students.

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). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is

required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Contact Officer: Jason Borton (02) 6205 9205 [jason.borton@act.gov.au](mailto:jason.borton@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.

**Office for Schools**

**South/Weston Network**

**Lyons Early Childhood School**

**Deputy Principal**

**School Leader B \$130,851, Canberra (PN: 25233)**

Gazetted: 25 November 2016

Closing Date: 9 December 2016

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Mary Hutchinson (02) 6142 0044 [mary.hutchinson@ed.act.edu.au](mailto:mary.hutchinson@ed.act.edu.au)

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

**Office for Schools**

**North/Gungahlin Network**

**Lyneham Primary School**

**Deputy Principal**

**School Leader B \$130,851, Canberra (PN: 04023)**

Gazetted: 28 November 2016

Closing Date: 12 December 2016

Details: Support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. Assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students.

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

Contact Officer: Annamaria Zuffo (02) 6205 6511 [annamaria.zuffo@ed.act.edu.au](mailto:annamaria.zuffo@ed.act.edu.au)

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

**Office for Schools**

**Belconnen Network**

**Canberra High School**

**Executive Teacher**

**School Leader C \$112,381, Canberra (PN: 02584)**

Gazetted: 30 November 2016

Closing Date: 7 December 2016

Details: As a member of the Executive team, contribute to the development and achievement of whole-school strategic goals and the implementation of the school plan. Manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

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

Contact Officer: Samara Chisholm (02) 6205 7008 samara.chisholm@ed.act.edu.au

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

**Office for Schools**

**Belconnen**

**Macgregor Primary School**

**Business Manager**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 34369)**

Gazetted: 25 November 2016

Closing Date: 2 December 2016

Details: Macgregor Primary School is seeking a highly experienced Officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for Human Resource, Finance, Risk and Directorate Compliance management. High level knowledge and skills in management, and systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the Principal to ensure the needs of the school community are met, and system requirements are fulfilled. The successful applicant will engage as a member of the Executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

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: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Desirable: Working knowledge of the MAZE management systems. A Current First Aid certificate or willingness to undertake appropriate training.

Note: Applicants are strongly encouraged to contact the Principal for further information regarding this position. This position requires a high understanding of financial and HR management, computer systems and an understanding of the school environment.

Contact Officer: Chris Shaddock (02) 6205 7511 [christopher.shaddock@ed.act.edu.au](mailto:christopher.shaddock@ed.act.edu.au)

**Office of Schools**

**South Weston Network**

**Melrose High School**

**Finance Officer**

**Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 33929)**

Gazetted: 28 November 2016

Closing Date: 12 December 2016

Details: Melrose High School is seeking a highly experienced Finance Officer who is required to maintain financial and front office administration using computerised systems including MAZE financial package. This position requires the officer to train and supervise support staff and oversight workloads and work priorities. The Officer is required to be in the school during stand-down.

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

Working knowledge of the MAZE management systems is highly desirable. A current First Aid certificate or willingness to undertake appropriate training.

Contact Officer: Fiona Dempsey (02) 6205 7586 [fiona.dempsey@ed.act.edu.au](mailto:fiona.dempsey@ed.act.edu.au)

**Office for Schools**

**South/Weston Network**

**Yarralumla Primary School**

**Classroom Teacher**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 34463)**

Gazetted: 28 November 2016

Closing Date: 12 December 2016

Details: Yarralumla Primary is seeking a Year 3/4 Classroom Teacher to work in a team teaching environment. Yarralumla Primary School students access the Australian Curriculum 50% in English and 50% in Italian. The Teacher will be responsible for teaching the English component of the Australian Curriculum.

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). A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Contact Officer: Rohan Evans (02) 6142 3250 [rohan.evans@ed.act.edu.au](mailto:rohan.evans@ed.act.edu.au)

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

**Office for Schools**

**North/Gungahlin Network**

**Campbell Primary School**

**Classroom Teacher**

**Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 08361)**

Gazetted: 29 November 2016

Closing Date: 6 December 2016

Details: Located in the suburb of Campbell near Canberra's City Centre, Campbell Primary School has celebrated over 50 years of public education enrolling 349 students from Preschool to Year 6. We are looking for a Classroom Teacher willing to work from Kindergarten to Year 6. We operate as a professional learning community and seek staff with a demonstrated ability to work collaboratively and build relationships with all students, parents and staff.

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). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Paula Kinsman (02) 6142 3580 paula.kinsman@ed.act.edu.au

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

**Education Strategy**

**Student Engagement**

**Aboriginal and Torres Strait Islander Education**

**Aboriginal and Torres Strait Islander Education Officer**

**School Assistant 4 \$60,309 - \$65,305, Canberra (PN: 01997, several)**

Gazetted: 25 November 2016

Closing Date: 13 December 2016

Details: Aboriginal and Torres Strait Islander Education Officers are based in high schools or P-10 schools and generally work as part of the Student Services/Support team. Successful applicants will demonstrate the ability to work collaboratively with school staff, Network Student Engagement Teams, external service providers and families to support Aboriginal and Torres Strait Islander student wellbeing, attendance and engagement with learning. An important role of an Aboriginal and Torres Strait Islander Education Officer is assisting with the development and implementation of school-based programs and activities to meet the learning needs and support the career education, retention and transitions of Aboriginal and Torres Strait Islander students.

Eligibility/Other Requirements: Certificate IV in Education Support, Community Services, Youth Work or related fields is highly desirable.

Note: These are temporary positions available for a period of 12 months with the possibility of extension. These positions are part-time at 33.45 hours per week, the salary noted above will be paid pro rata. Selection may be based on written application and referee reports only. These positions are Aboriginal and Torres Strait Islander identified positions. Prior to commencing in this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Contact Officer: Ben Johnston (02) 6207 4782 benn.johnston@act.gov.au

**Office for Schools**

**North Gungahlin Network**



## **Gungahlin College**

### **Building Service Officer 1**

#### **General Service Officer Level 3/4 \$46,391 - \$50,660, Canberra (PN: 20319)**

Gazetted: 28 November 2016

Closing Date: 5 December 2016

Details: Gungahlin College is a large college and is seeking additional support in managing its facilities. We require an energetic, organised and self-motivated person to undertake the duties of part-time Building Services Officer 1 (BSO1) to work alongside the current BSO3. In accordance with Directorate policies and under general/limited supervision, the successful applicant will assist with the security of the school buildings, furniture, fittings and equipment; and the maintenance of the school buildings and day to day grounds maintenance. The successful applicant will assist with stocktakes and receipt of stores and equipment.

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: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Mandatory Training in other WHS procedures will be required during employment: for example, Working at Heights, Sharps. A current First Aid certificate is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: This is a temporary position available until 30 June 2017 with the possibility of extension and/or permanency from this process. This position is part-time at 19 hours per week (50%) and the salary noted above will be paid pro rata. The successful applicant may be selected from written application and referee reports only.

Contact Officer: Chantelle Lawson (02) 6142 1000 [chantelle.lawson@ed.act.edu.au](mailto:chantelle.lawson@ed.act.edu.au)

## **Health**

**Selection documentation for the following positions may be downloaded from**

**<http://www.health.act.gov.au/employment>.**

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

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

#### **Medicine Acute Support Service Clinical**

#### **Senior Speech Pathologist**

#### **Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 26266)**

Gazetted: 1 December 2016

Closing Date: 08 December 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. Overview of the work area and position: Acute Support Speech Pathology is based in the Division of Medicine which is a contemporary evidence based service, providing high quality inpatient and outpatient services to patients of the Canberra Hospital. The successful applicant will need to demonstrate expertise in the assessment and management of complex communication and swallowing disorders in an acute hospital setting. You will need to demonstrate an ability to prioritise workloads, provide supervision, develop and provide competency based clinical training of speech pathology staff, exercise independent judgement and problem solve innovatively in novel situations.

Eligibility/Other Requirements: Approved Degree or Postgraduate qualifications in Speech Pathology and eligible for membership with Speech Pathology Australia. Relevant post graduate qualifications and/or extensive professional experience within an acute care setting and a current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of 11 months.

Contact Officer: Felicity Martin (02) 6244 2230 [felicity.martin@act.gov.au](mailto:felicity.martin@act.gov.au)

**Canberra Hospital and Health Services**

**Critical Care Medical Imaging**

**Radiographer**

**Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 28813, several)**

Gazetted: 1 December 2016

Closing Date: 15 December 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. Overview of the work area and position: The successful applicants will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in the more complex procedures with the approval and supervision of the Senior Health Professional Officer Level 5 in the area. Participate in weekend, out of hours and on-call rosters.

Eligibility/Other Requirements: Registration with Australian Health Practitioner Regulation Agency (AHPRA). Possess a Radiation Licence from the ACT Health Protection Service. Eligibility for membership with the Australian Institute of Radiography is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Ashley Hoolihan (02) 6244 4362 [ashley.hoolihan@act.gov.au](mailto:ashley.hoolihan@act.gov.au)

**Canberra Hospital and Health Services**

**Rehabilitation Aged and Community Care**

**RACC Nursing**

**Nurse Practitioner Walk-in Centre**

**Registered Nurse Level 4.2 \$120,676, Canberra (PN: 18094, expected vacancy)**

Gazetted: 01 December 2016

Closing Date: 8 December 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. Overview of the work area and position: An opportunity exists for a Nurse Practitioner with experience in primary care and/or emergency care, to join the team of nurses in the Nurse led Walk-in Centres. Walk-in Centre Nurse Practitioners work autonomously within a collaborative environment to provide episodic, timely, expert health care and education for clients presenting to the ACT Health Walk-in Centres. The role of the Walk-in Centre Nurse Practitioners includes the ongoing support, education and research for the Advanced Practice Nurses and the Walk-in Centre. The successful applicant must be an endorsed Nurse Practitioner with experience in primary care and/or emergency care or similar area.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Extensive clinical experience in a Walk-in Centre or relevant acute and/or primary care area. 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: Tim Keun (02) 6205 4485 [tim.keun@act.gov.au](mailto:tim.keun@act.gov.au)

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Community Care Program**

**Nurse Manager, Community Care Program**

**Registered Nurse Level 4.1 \$112,687, Canberra (PN: 28538)**

Gazetted: 01 December 2016

Closing Date: 15 December 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. 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. 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, carers and other services within and external to ACT Health. Overview of the work area and position: Applications are sought from Registered Nurses for a temporary opportunity as a Nurse Manager within the Community Care Program (RACC). This is a full-time supervisory position, managing a busy Community Nursing team that provides community nursing services to patients with a broad range of needs across the ACT community. Nurses interested in working as a Nurse Manager within the Community Care Program should have a demonstrated ability to provide effective leadership, promote high quality health outcomes in a complex nursing service and manage financial, physical and human resources. Previous community nursing experience would be advantageous.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHRRA). Current driver's licence. Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of 9 months.

Contact Officer: Elizabeth Crowhurst (02) 6207 1212 [elizabeth.crowhurst@act.gov.au](mailto:elizabeth.crowhurst@act.gov.au)

**Strategy and Corporate**

**E-Health and Clinical Records**

**Recurring Supplies and Maintenance**

**Electronic Medication Management Support Pharmacist**

**Health Professional Level 4 \$98,977 - \$106,542, Canberra (PN: 36934)**

Gazetted: 1 December 2016

Closing Date: 15 December 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 ICT 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. The ICT 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. Overview of the work area and position: The Systems Support Unit provides support for ACT Health enterprise systems including; Clinical Portal Suite; ICU Clinical Information System; Renal Electronic Medical Record; GP Website; Find a Health Service and Electronic Medication Management. In addition there are specialist teams providing testing and training support to the Clinical Systems Program. As the Electronic Medication Management (EMM) Support Pharmacist, you will work as part of a team and report to the EMM Support Manager, to provide systems administration for the EMM System.

Eligibility/Other Requirements: Current registration as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Proven experience in system administration of web based applications or information systems in a health environment. Proven experience in pharmacy system administration functions such as medication databases, protocols, quicklists, rules, dose ranges, and formularies. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Chris Jeffrey (02) 6207 9427 [chris.jeffrey@act.gov.au](mailto:chris.jeffrey@act.gov.au)

## **Canberra Hospital and Health Services**

### **Health Care Improvement**

#### **Patient Safety System Co-ordinator**

**Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 04568)**

Gazetted: 01 December 2016

Closing Date: 8 December 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 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. Overview of the work area and position: The Clinical Quality and Safety Unit (CSQU) of ACT Health is seeking an appropriately qualified and experienced Registered Nurse for the position of Patient Safety System Coordinator working in the Patient Safety Unit. This position offers an excellent opportunity to contribute to patient safety learning systems including incident management, staff education and quality improvement. The role of CSQU is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. Continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement. The structure of CSQU is aligned with the key elements of high quality health care and consists of: The Clinical Governance Stream which includes the Clinical Effectiveness Unit and the Patient Safety Unit. The Quality Improvement Stream consisting of Patient Experience Unit, Accreditation Team, and Respecting Patient Choices. The Patient Safety Unit: Educates, promotes and guides the application of incident management principles and processes to support continuous improvement for the provision of safe and high quality patient care for internal and external stakeholders. Identifies, analyses, investigates and feeds back potential patient harm and patient safety indicators to support

continuous improvement. Assists staff and ACT government solicitors with claims, all aspects of the coronial process and other legal and police matters as well as meeting insurance reporting obligations.

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

Notes: This is a temporary position available 9 January 2017 to 9 July 2017 with the possibility of extension and/or permanency.

Contact Officer: Shayne Brown (02) 6244 3138 shayne.brown@act.gov.au

## **Office of Director General**

### **Communications**

#### **Stakeholder Manager**

#### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 36804)**

Gazetted: 01 December 2016

Closing Date: 15 December 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health partners with the community and consumers for better health outcomes by: Delivering patient and family-centered care; Strengthening partnerships; Promoting good health and wellbeing, and improving access to appropriate health care, and having robust safety and quality systems. ACT Health works closely with other ACT Government agencies such as the ACT Government's Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers. The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra, Australian Catholic University and Canberra Institute of Technology are well established and serve to assure the future supply of skilled health professionals. Overview of the work area and position: The Government and Communications Branch leads and directs strategic communications, engagement and marketing activities that support ACT Health achieve its goals. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation. The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations and measurement, online strategy and digital platform development. It also implements systems and reporting processes for receiving and responding to ACT Health consumer feedback. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. Working under limited direction, the Stakeholder Manager reports to the Senior Manager Stakeholder Engagement and manages the internal and external engagement activities with staff and key identified stakeholders.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field and corporate experience in stakeholder engagement and/or management is highly 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*.

Notes: This is a temporary position available for three years at which time it will be reviewed.

Contact Officer: Elizabeth Tobler (02) 6207 5853 [elizabeth.tobler@act.gov.au](mailto:elizabeth.tobler@act.gov.au)

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

#### **Cancer, Ambulatory and Community Health Support Breast Screen ACT**

##### **Promotions and Quality Manager**

##### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 17547)**

Gazetted: 1 December 2016

Closing Date: 08 December 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. The Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. Overview of the work area and position: Expressions of interest are invited to fill the position of Promotions and Quality Manager. BreastScreen ACT is part of the BreastScreen Australia screening program. The service offers free breast screening to all women over 40 years in the ACT. The program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All assessments are carried out at the Canberra city clinic. Under broad direction, you will be responsible for managing the promotion of the Program to women in the target age range and progressing and monitoring quality activities.

Eligibility/Other Requirements: Tertiary qualifications in Health Promotion is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary part-time position at 14.42 hours per week, available for a period of six months with the possibility of extension. The salary noted above will be paid pro rata. The successful applicant may be selected from written application and referee reports only.

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

### **Strategy and Corporate**

#### **Deputy Director General Strategy and Corporate**

##### **Safety Advisor**

##### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 28673)**

Gazetted: 01 December 2016

Closing Date: 8 December 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. Overview of the work area and position: Expressions of interest are sought from suitable applicants for the position of Safety Advisor, Workplace Safety, ACT Health. The position is based at the Canberra Hospital. Key duties include the coordination of the Staff Accident Incident reporting (SAIR) module within the RiskMan system, provision of assistance and advice regarding Work Health Safety (WHS), and the coordination of WHS training programs.

Eligibility/Other Requirements: The successful applicant will have excellent communication skills, the ability to prioritise a busy workload, and be proficient in the use of the Microsoft Word and Excel. Proven experience the use of RISKMAN and/or other database systems would be advantageous. Qualifications and/or recent relevant experience in WHS is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check

Notes: This is a temporary position available for a period of six months with the possibility of extension. Selection may be based on application and referee reports only. Part-time working arrangements may be considered.

Contact Officer: Daniel Guthrie (02) 6174 8052 daniel.guthrie@act.gov.au

## **Office of Director General**

### **Communications**

#### **Communications Officer**

#### **Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 36821, several)**

Gazetted: 01 December 2016

Closing Date: 15 December 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 Communications and Engagement Branch leads and directs strategic communications, engagement and marketing activities that support ACT Health achieve its goals. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation. The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations measurement, online strategy and digital platform development. It also implements systems and reporting processes for receiving and responding to ACT Health consumer feedback. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. Working under broad direction, the Health Communicator/Health Literacy reports to the Senior Manager, Stakeholder Engagement and looks to improve through the development of strategies and plans and content pieces the health literacy of the ACT community.

Eligibility/Other Requirements: Highly desirable: Tertiary qualifications in health communications or a relevant field. Corporate, not for profit and/or government experience. A background in Journalism or similar is desirable.

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

Contact Officer: Rachel Hawes (02) 6207 9149 rachel.hawes@act.gov.au

## **Canberra Hospital and Health Services**

### **Health Care Improvement**

#### **Patient Safety System Administrator**

#### **Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 13806)**

Gazetted: 01 December 2016

Closing Date: 8 December 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: You will work as part of a dynamic team where you will use your strong organisational skills and passion for contributing to patient safety and quality of care through working closely with all areas of the Patient Safety Team. You will also have opportunity to assist with a range of initiatives within the Patient Safety Team that contribute to improving patient safety. The role of the Clinical Safety and Quality Unit (CSQU) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation; continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement. The structure of CSQU is aligned with the key elements of high quality health care and consists of: the Clinical Governance Stream which includes the Clinical Effectiveness Unit and the Patient Safety Unit; the Quality Improvement Stream consisting of Patient Experience Unit, Accreditation Team, and Respecting Patient Choices. The Patient Safety Unit: Educates, promotes and guides the application of incident management principles and processes to support continuous improvement for the provision of safe and high quality patient care for internal and external stakeholders; identifies, analyses, investigates and feeds back potential patient harm and patient safety indicators to support continuous improvement; assists staff and ACT government solicitors with claims, all aspects of the coronial process and other legal and police matters as well as meeting insurance reporting obligation. Eligibility/Other Requirements: Desirable: Highly developed oral and written communication skills. Adaptability and flexibility to accommodate change and provide responsive services to meet clients needs. Proactive with strong organisational skills, able to work independently and within a team environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Contact Officer: Merryn Peatling (02) 6244 3294 [merryn.peatling@act.gov.au](mailto:merryn.peatling@act.gov.au)

## **Office of the Director General**

### **Donate Life ACT**

#### **Donate Life**

#### **Administration Officer**

#### **Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 19657)**

Gazetted: 01 December 2016

Closing Date: 8 December 2016

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Australia is a world leader in clinical outcomes for transplant patients but has a longstanding shortage of organs and tissue for transplantation. The ACT Government is working with the Australian Government to implement a reform package of national initiatives to establish Australia as a world leader in organ and tissue donation for transplantation. DonatLife ACT coordinates all organ and tissue donor activities across the ACT and region. It works with hospitals



and hospital-based organ and tissue donation medical specialists and nurses across the ACT and region to provide professional donation services and encourage best practice. The agency aims to raise awareness about organ and tissue donation, encourage discussion about donation, offer compassionate support to donor families and manage effective services in organ and tissue donation. The Administration Officer provides administrative support to the DonatLife ACT Medical Director, Agency Manager and staff. The role encompasses reception, general office duties, data analysis, assistance with event management and support for DonatLife ACT projects and contributes to initiatives aimed at improving the operational efficiency of DonatLife ACT.

Eligibility/Other Requirements : To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive; Adaptability and flexibility to accommodate change and provide responsive services to meet customers' needs. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Contact Officer: Kylie Downes (02) 6174 5624 [kylie.downes@act.gov.au](mailto:kylie.downes@act.gov.au)

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

#### **Cancer Ambulatory and Community Health Support**

#### **Cancer Nursing Endorsed Enrolled Nurse**

#### **Enrolled Nurse Level 1 \$56,784 - \$60,668, Canberra (PN: 24702, several)**

Gazetted: 1 December 2016

Closing Date: 08 December 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. Overview of the work area and position: 14B/11C Haematology/Oncology/Radiation and Palliative care 44 bed ward are looking for compassionate, caring and patient focused Enrolled Nurses to join our team.

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

Notes: These are temporary positions available for a period of 6 to 12 months with the possibility of permanency.

These positions require working on a 7 day rotating roster. Part-time and full-time hours will be considered.

Contact Officer: Susan Langdon (02) 6244 3396 [susan.langdon@act.gov.au](mailto:susan.langdon@act.gov.au)

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

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

#### **Adult Community Mental Health Services**

#### **Allied Health Assistant - Adult Community Mental Health Services**

#### **Allied Health Assistant 3 \$60,212 - \$66,823, Canberra (PN: 37914)**

Gazetted: 1 December 2016

Closing Date: 08 December 2016

Weeks to Close: 1

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 people accessing our services, 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: Rehabilitation and Specialty 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: The Allied Health Assistant (AHA) position is based in the Belconnen Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services. AHA's working within MHJHADS are required to, under direction of the relevant members of the clinical team, support people to achieve their personal recovery goals as identified in their Recovery Plan. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions.

Eligibility/Other Requirements: Certificate IV in Mental Health or Allied Health Assistance (or equivalent qualification) plus relevant experience. An employee with a relevant Diploma or higher qualification or who has demonstrated equivalent competencies will be eligible to commence on the second pay point. Appointment at/or advancement to the 3<sup>rd</sup> pay point will only be available to an employee with a relevant Diploma or higher qualification, or who has demonstrated that they have the equivalent competencies. Current driver's licence. A minimum of one year experience in Mental Health 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: Nikki O'Dwyer (02) 6205 1110 nikki.o'dwyer@act.gov.au

## **Strategy and Corporate**

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

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

##### **CRIS Officer**

#### **Administrative Services Officer Class 2/3 \$52,208 - \$63,661, Canberra (PN: 20107)**

Gazetted: 01 December 2016

Closing Date: 8 December 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. Overview of the work area and position: Under general direction, working as part of a small team, the Clinical Record Information System (CRIS) Officer is responsible for processing clinical documentation into CRIS. This entails performing the functions of documentation preparation, scanning, indexing and processing any incoming mail. The CRIS Officer is required to consistently achieve quality and productivity targets for record processing to ensure scanning deadlines are met and record integrity and patient safety are not compromised.

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

Note: This position is working on the CRIS evening shift. It is a full-time position commencing 9 January 2017. The shift is from 3:00pm to 10:51pm, Monday to Friday.

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

## **Justice and Community Safety**

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

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

### **Executive**

#### **Deputy Director-General, Justice**

Gazetted: 26 November 2016

Closing Date: 12 December 2016

The JaCS Directorate advises and supports the Attorney-General, the Minister for Police and Emergency Services and the Minister for Justice and delivers a wide range of justice and community safety services to the ACT community. In this role you will provide high level policy advice to Government on key law reform issues, oversee the administration of ACT Courts and Tribunals and the delivery of legal services to Government, and manage the Government's relationships with a number of independent statutory office holders including the Solicitor-General, Director of Public Prosecutions, Human Rights Commissioner, Public Advocate and Public Trustee. To be a strong contender for either of these positions, you will need to have an outstanding record of achievement as a senior executive in a large, complex, politically sensitive and operationally diverse organisation. You will also have a proven record of achievement in contributing to and influencing key policy decisions and providing timely and robust advice on a range of portfolio/service-wide issues. Your well-honed representational and stakeholder management skills, strong achievement orientation and sound judgement will be complemented by an interpersonal style that engenders trust and respect. Formal qualifications in Economics and/or Law will be expected. Before applying, please obtain selection documentation by emailing [admin@ianhansen.com.au](mailto:admin@ianhansen.com.au) For further information, please contact Ian Hansen on 0408 306 769. Applications close on 12 December 2016

## **Corporate**

### **ICT Programs and Project Delivery**

#### **Senior Manager**

#### **Senior Officer Grade A \$135,384, Canberra (PN: 32553)**

Gazetted: 29 November 2016

Closing Date: 9 December 2016

Details: An exciting opportunity exists for a motivated and Senior Professional. The Senior Manager, ICT Programs and Project Delivery, will support the ICT Senior Executive to implement the Justice and Community Safety ICT Strategy and ICT Strategic Plan; manage the operations of the ICT Executive Office including workflow, HR, finance, reporting and support the Justice and Community Safety (JACS) IMICT Governance Committee, reporting and communication. The Senior Manager will continue to build JACS ICT competencies in portfolio management, program governance, project management, business analysis, change management and other disciplines as required. The successful candidate will develop and maintain JACS IT policies, standard procedures, governance and performance management frameworks to ensure the IT delivers value to the business.

Eligibility/Other Requirements: Relevant tertiary qualifications in Business Administration and/or IT would be advantageous. Seven years experience in programs or projects, IT and/or Business Administration is required. Experience with project management methodologies such as, PRINCE2 (or PMBOK) is essential. Educational and professional qualifications checks may be undertaken prior to employment.

Note: This is a temporary position commencing as soon as possible, available until 29 June 2018 with the possibility of extension. Short listing of suitable candidates will occur prior to the end of year shut down 2016 with interviews being held mid to late January 2017. Two written referee reports are required at interview.

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

## **Legislation, Policy and Programs**

### **Road Safety and Transport Regulation**

#### **Road Safety Policy**

#### **Manager Road Safety Policy**

#### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 03234)**

Gazetted: 24 November 2016

Closing Date: 13 December 2016

Details: The Road Safety and Transport Regulation Group is seeking a motivated, well organised person who possesses high level leadership and verbal and written communication skills to manage the Road Safety team. The

position of Manager, Road Safety is responsible for coordinating, managing and implementing the ACT Government's road safety strategy and other road safety policy and programs. This includes strategic management and oversight of the ACT Road Safety Action Plan 2016–2020 and ACT Road Safety Camera Strategy. Examples of work which is currently being progressed is the development of an ACT road safety education strategy, development of the annual road safety report card which is tabled in the Legislative Assembly, management of the ACT Road Safety Community Grants Program, development and implementation of road safety awareness and media campaigns and management of a consultancy project.

Eligibility/Other Requirements: Experience in road safety policy matters, including knowledge of safe system principles would be preferable.

Contact Officer: Geoff Davidson (02) 6207 7195 [geoffrey.davidson@act.gov.au](mailto:geoffrey.davidson@act.gov.au)

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

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

#### **City Services**

##### **ACT NOWaste**

##### **Manager, Industry Development**

##### **Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 36232)**

Gazetted: 30 November 2016

Closing Date: 23 December 2016

Details: ACT NOWaste is seeking an appropriately experienced and motivated person to perform the role of Manager, Industry Development. The role will facilitate the development and growth of the recycling and waste management industry in line with Government strategies and priorities. The role will undertake analysis and provide advice to Government, as well engage with key stakeholders and promote Government priorities and policies.

Eligibility/Other Requirements: Current Class C or equivalent driver's licence.

Note: This position is temporary commencing ASAP until 30 June 2017 with the possibility of extension and/or permanency from this process. The position may require attendance at meetings and engagements outside of normal work hours including on weekends, as well as local and interstate travel.

Contact Officer: Michael Trushell (02)6207 2840 [michael.trushell@act.gov.au](mailto:michael.trushell@act.gov.au)

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

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

##### **Governance**

##### **Policy Officer**

##### **Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 10047)**

Gazetted: 28 November 2016

Closing Date: 12 December 2016

Details: The successful applicant will be well organised, demonstrate initiative, have excellent written and spoken communication skills and a good knowledge of the functions of Transport Canberra and City Services.

Eligibility/Other Requirements: Experience in corporate policy writing and and/or annual report coordination is essential.

Contact Officer: Sue Marriage (02) 6207 [sue.marriage@act.gov.au](mailto:sue.marriage@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.

**Chief Operating Officer Group**

**Finance**

**Budget Officer**

**Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 24922)**

Gazetted: 28 November 2016

Closing Date: 12 December 2016

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, building light rail, delivering and operating an integrated public transport network, and maintaining many of Canberra's lakes and ponds. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. TCCS employs close to 2000 staff working in locations across the ACT. The Finance Branch is responsible for facilitating the Management of the Directorate's budget, and providing financial advice to the Minister, the Executive Leadership Team, Executives and line Managers. The Branch plays a key role in developing strategic approaches to improving financial management practices, cost effectiveness and resource allocation across the Department and co-coordinating the Department's budget and financial processes. The Finance Branch works closely with the Shared Services Centre to provide financial services, accounting and reporting capabilities to the Department. The Budget team is responsible for the budget process, ensuring these processes meet internal business needs and external obligations, and managing relationships with key stakeholders within the Directorate and with Shared Services. This includes managing the Performance Reporting of the Directorate. The Budget team also manage the Appropriation of the Directorate, credit cards, cash advances, management accounting functions for the COO Group, and provide assistance to other parts of the branch as required. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply. The primary responsibilities for this position are to: Manage the Directorate's cash and appropriation including the register of changes to Appropriation and warrant available; assist in the updating of the Directorate's budget in the 'Whole of ACT Government' system and in the Directorate's internal budget and reporting systems; assist in end of month accruals relating to various business units of TCCS; assist in the end of year preparation of the Annual Financial Statements; manage the Directorate's corporate credit cards, including guidance documentation and assisting in training delivery; manage the cash advances of the Directorate including guidance documentation, and Coordinate activities relating to the Banking Provider; and other finance duties as directed.

Eligibility/Other Requirements: Permanent Resident of Australia. Tertiary qualifications in Commerce and Accounting along with professional membership of CPA/CA or comparable bodies are highly desirable.

Contact Officer: Margaret McKay (02) 6205 8695 [margaret.mckay@act.gov.au](mailto:margaret.mckay@act.gov.au)

## APPOINTMENTS

### Chief Minister, Treasury and Economic Development

#### **Infrastructure Manager/Specialist 1 \$150,820**

Darren Benson 853-42746, Section 68(1), 28 November 2016

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

Jim Bobolas 846-93085, Section 68(1), 30 November 2016

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

Tai Nguyen 853-45488, Section 68(1), 12 December 2016

#### **Infrastructure Officer 4 \$117,576 - \$133,583**

Anton Veld 853-45218, Section 68(1), 28 November 2016

### Community Services

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

Eileen McEntee 853-41874, Section 68(1), 1 December 2016

### Health

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

Ruth Ackland 850-42954, Section 68(1), 25 November 2016

#### **Registered Nurse Level 3.1 \$99,680 - \$103,782**

Lydia Anyanga 847-03116, Section 68(1), 1 December 2016

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

Amanda Gizinski 853-45314, Section 68(1), 1 December 2016

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

Jintu Jose 834-45629, Section 68(1), 1 December 2016

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

Sherli Mathai 834-45792, Section 68(1), 21 November 2016

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

Caitlin Rees 853-45322, Section 68(1), 28 November 2016

#### **Infrastructure Manager/Specialist 3 \$172,366**

Christopher Tarbuck 847-02113, Section 68(1), 21 November 2016

**Justice and Community Safety**

**Government Solicitor 1 \$69,606 - \$104,229**

Josephine Carter 846-88980, Section 68(1), 29 November 2016

**Ambulance Paramedic \$69,603 - \$78,300 plus penalties**

Aidan Oliver Chappell 853-45373, Section 68(1), 5 December 2016

**Ambulance Paramedic \$69,603 - \$78,300 plus penalties**

Duncan Gow 853-45445, Section 68(1), 5 December 2016

**Government Solicitor 2 \$109,236 - \$131,073**

Justin Karcher 846-93624, Section 68(1), 24 November 2016

**Ambulance Paramedic \$69,603 - \$78,300 plus penalties**

Jason Patterson 853-45381, Section 68(1), 5 December 2016

**Government Solicitor 1 \$69,606 - \$104,229**

Laura PIERCE 844-02364, Section 68(1), 24 November 2016

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

Katrina Platt 607-59633, Section 68(1), 30 November 2016

**Government Solicitor 3 \$137,095 - \$155,090**

Elizabeth Reed 844-85104, Section 68(1), 28 November 2016

**Ambulance Paramedic \$69,603 - \$78,300 plus penalties**

Andrea Wardle 846-96243, Section 68(1), 5 December 2016

**Transport Canberra and City Services**

**Special Needs Transport Drivers \$52,573 - \$55,542**

Sakir Con 827-38710, Section 68(1), 27 October 2016

**Senior Officer Grade B \$116,570 - \$131,229**

Martin Sholtez 853-45111, Section 68(1), 1 December 2016

**TRANSFERS**

**Education**

**Gail Taylor: 824-51234**

From: \$112,381

Education

To: School Leader C \$112,381

Education, Canberra (PN. 01844) (Gazetted 17 May 2016)

**Exhibition Park in Canberra**

**Health**

**Alison Dyer: 853-46472**

From: Registered Nurse Level 1 \$62,609  
Calvary Public Hospital Bruce  
To: Registered Nurse Level 1 \$62,609 - \$83,634  
Health, Canberra (PN. 27365) (Gazetted 1 September 2016)

**Miriam Kennedy: 827-25370**

From: Registered Nurse Level 1 \$62,609 - \$83,634  
Health  
To: Registered Nurse Level 1 \$62,609 - \$83,634  
Health, Canberra (PN. 21826) (Gazetted 13 October 2016)

**Ji Shi: 813-18263**

From: Registered Nurse Level 2 \$86,944  
Health  
To: Registered Nurse Level 2 \$86,944 - \$92,151  
Health, Canberra (PN. 36537) (Gazetted 7 July 2016)

**Justice and Community Safety**

**Timothy Aust: 847-01604**

From: \$62,609 - \$83,634  
Health  
To: Ambulance Paramedic \$69,603 - \$78,300 plus penalties  
Justice and Community Safety, Canberra (PN. 26285) (Gazetted 19 July 2016)

**PROMOTIONS**

**Canberra Institute of Technology**

**People and Organisational Development**

**CIT Yurauna Centre**

**Joshua Moran: 846-91354**

From: Aboriginal and Torres Strait Islander Trainee \$46,392 - \$51,034  
Canberra Institute of Technology  
To: Administrative Services Officer Class 2 \$52,208 - \$57,648  
Canberra Institute of Technology, Canberra (PN. 33326) (Gazetted 1 January 2000)  
This promotion to a non-advertised position has been made under Division 2.4 Section 21 Direct promotion—  
Aboriginal and Torres Strait Islander training office, Public Sector Management Standards 2016.



**Chief Minister, Treasury and Economic Development**

**Economic Development**

**ACT Property Group**

**Contracts**

**Andrew Paolo De Boni: 793-07469**

From: Infrastructure Officer 2 \$78,738 - \$90,588

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35139) (Gazetted 1 June 2016)

**Partnership Services**

**Commercial Services**

**Publishing Services**

**Luke Halls: 789-41548**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$116,570 - \$131,229

Chief Minister, Treasury and Economic Development, Canberra (PN. 37698) (Gazetted 13 October 2016)

**Land Development Agency**

**Sales, Marketing and Property Management**

**Sales Marketing and Land Management**

**Pauline Holmes: 332-58024**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33683) (Gazetted 28 September 2016)

**Policy and Cabinet**

**Strategic Policy and Cabinet**

**Social Inclusion and Justice**

**Kieran Ives: 835-90754**

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

Community Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 33766) (Gazetted 26 October 2016)

**Business Services**

**Strategic Human Resources and Corporate**

**Learning and Development**

**Peter Jones: 843-98289**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$116,570 - \$131,229

Chief Minister, Treasury and Economic Development, Canberra (PN. 37731) (Gazetted 17 October 2016)

**Corporate**

**Corporate People and Capability Branch**

**Sophie Medved: 537-32942**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$116,570 - \$131,229

Chief Minister, Treasury and Economic Development, Canberra (PN. 55528) (Gazetted 7 October 2016)

**Workplace Safety and Industrial Relations**

**Workplace Injury Performance**

**Alexandria Ng: 836-13207**

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

Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade B \$116,570 - \$131,229

Chief Minister, Treasury and Economic Development, Canberra (PN. 37457) (Gazetted 2 September 2016)

**Community Services**

**Housing and Community Services**

**Asset Management Branch**

**Capital Delivery**

**Wesley Randall: 706-11069**

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

Community Services

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

Community Services, Canberra (PN. 17743) (Gazetted 30 September 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.

**Education**

**Education Strategy**

**School Leadership**

**Robyn MacMillan: 843-39502**

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

Education

To: †Senior Officer Grade B \$116,570 - \$131,229

Education, Canberra (PN. 37972) (Gazetted 26 November 2016)

**Office for Schools**

**Tuggeranong Network**

**Monash School**

**Marilyn Morris: 824-51170**

From: \$61,597 - \$97,374

Education

To: †School Leader C \$112,381

Education, Canberra (PN. 02778) (Gazetted 3 November 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.

## **Health**

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

#### **Critical Care**

#### **Medical Imaging**

#### **Linda Crawford: 799-98490**

From: Health Professional Level 2 \$60,871 - \$83,563

Health

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

Health, Canberra (PN. 21308) (Gazetted 20 October 2016)

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

#### **Robyne Hingeley: 821-21155**

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

Health

To: †Registered Nurse Level 3.1 \$99,680 - \$103,782

Health, Canberra (PN. 37686) (Gazetted 27 October 2016)

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

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

#### **Justice Health Services**

#### **Peter Sheils: 789-18014**

From: Registered Nurse Level 3.1 \$99,680 - \$103,782

Health

To: †Registered Nurse Level 3.2 \$112,687

Health, Canberra (PN. 34421) (Gazetted 29 September 2016)

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

#### **Critical Care**

#### **Medical Imaging**

#### **Hannah Stanley: 838-53526**

From: Health Professional Level 2 \$60,871 - \$83,563

Health

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

Health, Canberra (PN. 28789) (Gazetted 20 October 2016)

## **Transport Canberra and City Services**

### **Transport Canberra**

#### **Public Transport Operations**

#### **ACTION**

#### **Wayne Leonard Lange: 853-46763**

From: Transport Officer Grade 4 -ACTION \$102,563

Transport Canberra and City Services

To: †Senior Officer Grade A \$135,384

Transport Canberra and City Services, Canberra (PN. 35973) (Gazetted 4 November 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.

**Transport Canberra**

**Public Transport Operations**

**ACTION**

**Paul William Mascord: 608-27675**

From: Senior Officer (Technical) Grade C \$98,977 - \$106,542

Transport Canberra and City Services

To: †Senior Officer Grade A \$135,384

Transport Canberra and City Services, Canberra (PN. 35977) (Gazetted 7 September 2016)

**Roads and Infrastructure**

**City Services**

**City Presentation/Place Management**

**Russell Tapp: 844-00289**

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

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$51,427 - \$56,596

Transport Canberra and City Services, Canberra (PN. 56994) (Gazetted 13 October 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.

**Roads and Infrastructure**

**City Services**

**City Presentation/Place Management**

**Colin Tomelty: 847-04549**

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

Transport Canberra and City Services

To: †General Service Officer Level 5/6 \$51,427 - \$56,596

Transport Canberra and City Services, Canberra (PN. 46023) (Gazetted 13 October 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.