



ACT Government Gazette

Gazetted Notices for the week beginning 17 August 2017

VACANCIES

Calvary Health Care ACT (Public)

Stroke Services

Registered Nurse

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

Gazetted: 21 August 2017

Closing Date: 7 September 2017

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

Reference Number 15512

Contact Officer: Koushik Gowda 6201 6631 koushik.gowda@calvary-act.com.au Applications can be forwarded to:

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

Chief Minister, Treasury and Economic Development

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

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

Access Canberra

Construction, Environment and Workplace Protection

Environment Protection

Deputy Director, Environment Protection

Senior Officer Grade A \$137,415, Canberra (PN: 39139)

Gazetted: 23 August 2017

Closing Date: 6 September 2017

Details: Are you looking for a position where you need to think outside the box, solve complex problems and liaise with a range of stakeholders? Access Canberra is seeking someone who enjoys the challenges of working in a regulatory environment and balancing the Government's economic agenda with its environmental protection responsibilities. As the Environment Protection Authority, you and your team of dedicated staff will be responsible for ensuring our liveable city continues to be the envy of the world. Access Canberra was established to protect the Canberra community while supporting local businesses to grow and succeed. To deliver this vision, a significant transformational reform agenda is underway, and in this role, you will play a key part in driving this agenda with your team while continuing to apply a risk-based regulatory approach. If you think you can contribute to the ACT Government's vision and undertake the statutory role as Environment Protection Authority, we want to hear from you. Please contact David Middlemiss, Deputy Director Construction, Environment and Workplace Protection for further information on the role.

Eligibility/Other Requirements: Relevant tertiary qualifications and extensive managerial and leadership experience in a complex work environment are highly desirable.

Contact Officer: David Middlemiss (02) 6207 7397 david.middlemiss@act.gov.au

Shared Services

Finance and Payroll

Finance Reporting

Manager, Reporting Team

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11120)

Gazetted: 22 August 2017

Closing Date: 29 August 2017

Details: The role assists with the management and leadership of a Finance Team responsible for the delivery of financial services to multiple agencies. The role also involves development and implementation of business practices that improve performance. This position reports directly to a Senior Manager, Finance and Payroll.

Eligibility/Other Requirements: A Degree with a major in Accounting or equivalent, or progress toward achievement of an Accounting Degree, is highly desirable. Membership of a professional Australian accounting body is also highly desirable.

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

Contact Officer: Ahalya Shakespeare (02) 6205 5474 ahalya.shakespeare@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

Enterprise Canberra

VisitCanberra

Corporate, Strategy and Insights

Business Support Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 42459, expected vacancy)

Gazetted: 18 August 2017

Closing Date: 25 August 2017

Details: VisitCanberra is looking for an experienced business administration professional to support the team in a rapidly changing environment, juggle competing tasks and to provide the business unit with the information needed to make sound business decisions. The Business Support Manager has a key and collaborative role as a member of the Senior Management Team and provides day to day financial and administrative guidance and support to the team. The successful applicant will have a professional work ethic, highly developed business administration skills and the ability to work in a busy collaborative team environment. The successful applicant will be rewarded with a positive team environment dedicated to achieving results.

Eligibility/Other Requirements: Tertiary qualifications in Finance and Accounting, and/or Business Administration and a sound understanding of the financial framework in the ACT Government are highly desirable.

Contact Officer: Jo Verden (02) 6205 0554 jo.verden@act.gov.au

Corporate

Corporate Management

Governance

Audit Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11220)

Gazetted: 17 August 2017

Closing Date: 4 September 2017

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is responsible for a large variety and number of functions within government and also delivers a broad range of services to the community. All of which have their own specific risk profile and compliance requirements. CMTEDD is looking for an Audit Manager to oversee its Internal Audit Function. The Audit Manager will develop and progress our audit program, will proactively work with external audit providers and our business units, will report to our Audit Committee and Executive, and will also oversee, and in some circumstances undertake, reviews as part of our compliance review program. The successful applicant should have suitable qualifications, experience and strong foundations in Audit, and strong stakeholder management and negotiation skills.

Note: This is a temporary position available until 2 August 2018 with the possibility of extension and/or permanency.

Contact Officer: Kirsten Thompson (02) 6207 8207 kirsten.thompson@act.gov.au

Shared Services

Finance and Payroll

Finance Reporting

Team Leader, Reporting Team

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13238, several)

Gazetted: 22 August 2017

Closing Date: 29 August 2017

Details: The role is responsible for the delivery of high quality financial services and financial statements to several agencies. This position will suit a technically skilled and experienced financial accountant who has demonstrated leadership, management and communication attributes. The position reports directly to a Manager, Finance and Payroll.

Eligibility/Other Requirements: A Degree with a major in Accounting or equivalent, or progress toward achievement of an Accounting Degree, is highly desirable. Membership of a professional Australian accounting body is also highly desirable.

Note: There are several positions available. One is permanent and the others are temporary available for six months with the possibility of extension. An order of merit may be established from this recruitment process to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Ahalya Shakespeare (02) 6205 5474 ahalya.shakespeare@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.

Procurement, Property and Venues

Venues Canberra

National Arboretum Canberra

Duty Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39189)

Gazetted: 22 August 2017

Closing Date: 5 September 2017

Details: The National Arboretum Canberra is seeking a highly motivated, customer focussed Duty Manager for weekends and public holidays only. Duties include (under limited direction): Assume the senior representative for the National Arboretum team including contractor and volunteer supervision and management of the venue while on duty; action and/or oversee the opening and closing procedures of the National Arboretum's Village Centre; act as Senior First Aid officer whilst on duty and manage any issues associated with visitor experiences throughout the venue, including the Village Centre, National Bonsai and Penjing Collection, Pod Playground, and the Himalayan Cedars; manage and address any safety, cleaning and maintenance issues, systems breakdowns and repairs both indoors and externally at the venue; supervise the rostered visitor services team members and any other staff, where necessary, provide instructions to any volunteers and contractors working on the site.

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

Note: This is a permanent part-time position available at 16:00 hours per week and the full time salary noted above will be paid pro-rata. This position is required to work weekends (Saturday and Sunday) and public holidays.

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

Communications

Protocol, Honours and Ceremonial Events

Protocol, Honours and Ceremonial Events Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 23587)

Gazetted: 23 August 2017

Closing Date: 30 August 2017

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

Eligibility/Other Requirements: Experience in dealing with Honours and Awards administration would be an advantage.

Note: Selection may be made from written application only.

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

Shared Services Information and Communication Technology

Tech Services

ICT Security

ICT Security Analyst

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 30742)

Gazetted: 21 August 2017

Closing Date: 4 September 2017

Details: The ACT Government Information and Communication Technology (ICT) Security team is looking to fill a vacancy in the Forensics and Penetration testing team. This person will conduct vulnerability assessments, assist in conducting investigations and assist in the day to day operations of ICT Security.

Eligibility/Other Requirements: Current Negative Vetting 1 (NV1) or ability to obtain and hold an NV1 clearance is essential.

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

Contact Officer: Nathan Carriage (02) 6207 6748 nathan.carriage@act.gov.au

Corporate

Corporate Management

Freedom of Information and Records Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39169)

Gazetted: 18 August 2017

Closing Date: 1 September 2017

Details: Corporate Management, Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is seeking a suitably experienced person to fill a new position which will be responsible for supporting the coordination and processing of requests made under the *Freedom of Information Act 1989*, and the new *Freedom of Information Act 2016* commencing 1 January 2018. The position will also assist the Records Manager with Directorate records management requirements.

Contact Officer: Chris Cole (02) 6207 5883 chris.cole@act.gov.au

Treasury

ACT Insurance Authority

Claims Officer, ACT Insurance Authority

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38412 (expected vacancy))

Gazetted: 22 August 2017

Closing Date: 29 August 2017

Details: As a Claims Officer you will be part of the Claims Management team which manages various types of claims made by ACT Government agencies and by members of the community against the Territory. You will work closely with all ACT Insurance Authority (ACTIA) staff to meet the operational objectives associated with the delivery of ACTIA functions. Under general direction the successful applicant will manage a portfolio of insurance claims to resolution in an orderly, timely and cost-effective manner; be responsible for maintaining the accuracy and integrity of the data contained within the claims management systems; liaise where appropriate with insured ACT Government agencies, the ACT Government Solicitor, other service providers/stakeholders and third party claimants; work closely with other staff in the Authority to achieve broader organisational objectives; and provide advice to the Claims Manager and General Manager as required on claims issues.

Note: This is an expected vacancy starting as soon as possible.

Contact Officer: Kylee Martin (02) 6205 7358 kylee.martin@act.gov.au

Community Services

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

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

Corporate

People Management

Employee Relations

Senior Employee Relations Advisor

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37009)

Gazetted: 18 August 2017

Closing Date: 1 September 2017

Details: The position is one of four within the Employee Relations Section in People Management Branch and is responsible for establishing and maintaining effective working relationships with Executive Directors, Directors, managers and staff within Community Services Directorate (CSD). The position advises on: the fair, balanced and effective application of the Workplace Values and Behaviours provisions of CSD's Enterprise Agreements; and Implementation of the Respect, Equity and Diversity Framework and CSD's human resources policies.

Eligibility/Other Requirements: Desirable qualifications and experience, but not essential: Experience in a human resources field and/or a relevant tertiary qualification. Experience in public sector workplace investigations will be well regarded.

Contact Officer: Craig Rose (02) 6207 1210 craig.rose@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

Business Services Division

Governance and Community Liaison

Ministerial and Commonwealth Relations

Senior Ministerial Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14966)

Gazetted: 21 August 2017

Closing Date: 4 September 2017

Details: The Ministerial and Commonwealth Relations Unit of the Education Directorate is seeking applications for the position of Senior Ministerial Officer. The Senior Ministerial Officer position reports to the Senior Manager and focuses on external stakeholder relations, inter-governmental coordination and ministerial briefing and correspondence. The key focus of the unit is: providing support to the Minister and Minister's Office; supporting the Senior Executive Team and Directorate coordination of all material related to Cabinet, Assembly and Ministerial processes. The successful applicant will be able to develop and maintain strong professional relationships with colleagues within and across Government and the education sector. They will also manage issues of sensitivity and confidentiality and prepare written correspondence and briefs. The Senior Ministerial Officer will be responsible for taking the lead on policy, program and service development projects and research as required. Duties include conducting research and analysis and prepare briefing materials for consultation by a range of internal committees and external stakeholders.

Note: This is a temporary position available until 27 January 2018 with the possibility of extension.

Contact Officer: Chris Jones (02) 6207 0333 chrisd.jones@act.gov.au

Environment, Planning and Sustainable Development

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

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

Environment

Parks and Conservation

Urban Reserves Mulligan's Flat Sanctuary

Project Ranger

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 39185)

Gazetted: 17 August 2017

Closing Date: 24 August 2017

Details: The Sanctuary is the area in Mulligan's Flat that is protected by a feral animal proof fence and it is expanding to become nearly three times as big as the current 480 hectares. The Mulligans Flat Project Ranger is required to help maintain, operate and develop essential infrastructure at Mulligan's Flat Woodland Sanctuary including assisting with the construction of the new predator-proof fence and changed land management of that area.

Eligibility/Other Requirements: Willingness and ability to undertake incident management duties, including participation in fire standby, fire suppression, fire training and wildlife management; tertiary qualifications in Natural Resource Management, Environmental Science or equivalent experience; a current driver's licence; willingness to wear a uniform; and willingness to work out of normal works hours and on weekends.

Note: This is a temporary position available until 30 June 2018 with the possibility of extension pending funding. Selection may be based on application and referee reports only.

Contact Officer: Will Batson (02) 6205 8502 will.batson@act.gov.au

Planning Delivery

Office of Surveyor-General

Land Information

Research Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 19794)

Gazetted: 21 August 2017

Closing Date: 4 September 2017

Details: A Research Officer is required within the Office of Surveyor-General and Land Information, ACT Government. The successful candidate will undertake research and preparation of instruments in relation to place names for Divisions, roads, parks and features within the ACT. Proven research skills, self management and well developed oral and written communication and liaison skills are essential.

Eligibility/Other Requirements: Knowledge of Australian history and the history of the development of the ACT is desirable.

Note: This is a permanent part-time position at 20 hours per week. The full-time salary noted above will be paid pro rata. Flexible working hours may be negotiated for this position.

Contact Officer: Jeff Brown (02) 6207 1965 Jeffrey.brown@act.gov.au

Business, Governance and Capability

Governance, Compliance and Legal

Assurance, Information and Legal

Senior Legal Policy Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39173)

Gazetted: 22 August 2017

Closing Date: 5 September 2017

Details: Applications are sought from talented and experienced candidates to fill the role of Senior Legal Policy Officer in the Governance, Compliance and Legal team. The successful candidate will provide high level advice on complex strategic and operational legal policy and legislative issues for Environment, Planning and Sustainable Development (EPSDD), the City Renewal Authority and Suburban Land Agency. The successful candidate will work collaboratively with colleagues across the portfolio and be required to develop and manage their own work reporting to the Senior Manager.

Eligibility/Other Requirements: Desirable: A degree in Law from an Australian tertiary institution, or a comparable overseas qualification. Experience in government operations in a legal area.

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

Contact Officer: Clinton Dengate (02) 6205 5001 clinton.dengate@act.gov.au

Environment

Conservation Research

Senior Ecologist - Fauna

Senior Professional Officer Grade C \$100,462 - \$108,140, Canberra (PN: 15236)

Gazetted: 22 August 2017

Closing Date: 7 September 2017

Details: Join a dynamic team providing research information for Government conservation management programs. The successful applicant will be responsible for leading and managing the scientific research and monitoring program for over-abundant fauna species and some ACT listed species to generate high quality data and information for decision making. This will include providing high quality scientific outputs, management and planning direction for ACT ecosystems and their associated native and/or exotic pest species; Eastern Grey Kangaroo management in the ACT including their environmental, economic and social impacts will be an important part of the role. High quality delivery of science products, management of a small team, engagement with our staff and community and representing Government in forums is all part of this position.

How to Apply: Applications should outline experience and ability for each of the selection criteria (no more than 350 words per criterion), and include contact details of at least two referees and a current resume.

Contact Officer: Margaret Kitchin (02) 6207 7623 margaret.kitchin@act.gov.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

CACHS Medical

Director of Radiation Therapy

Radiation Therapist Grade 6 \$148,838 - \$155,837, Canberra (PN: 28988)

Gazetted: 24 August 2017

Closing Date: 7 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Director of Radiation Therapy is responsible for the leadership and management of the Radiation Therapy team and for ensuring patient centred, safe and effective care. The position is part of the senior management team within Radiation Oncology that collaborates to implement standard work processes and process improvement initiatives in the support of the department and organisational vision and goals. This opportunity would suit a talented, highly skilled and consultative leader with a comprehensive, demonstrated understanding of contemporary Radiation Oncology Services, public health care and public health issues as they relate to Radiation Oncology. The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements: Mandatory: A recognised tertiary (or equivalent) qualification in Radiation Therapy; eligibility for unconditional registration as a Radiation Therapy Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA); eligibility for ACT Radiation Council Licensure; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Desirable: Post

graduate qualifications in management/administration. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Angela Rezo (02) 6244 2241 angela.rezo@act.gov.au

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services Executive Business Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 28470)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Health is looking for a high calibre Business Manager to lead the busy office of the Deputy Director-General, Canberra Hospital and Health Services. To be successful, you will have highly developed written and oral communication skills, be adaptable and responsive, and be able to quickly acquire knowledge and understanding of situations and subject matter. You will manage a small, dedicated team in the provision of Executive support, Consumer Feedback and Government Business coordination for the Canberra Hospital and Health Services (CHHS). Eligibility/Other Requirements: Mandatory: Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of five months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Chris Bone (02) 6244 2728 chris.bone@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Nurse Educator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 31318)

Gazetted: 24 August 2017

Closing Date: 7 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). AMHU is a 37 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. At this level the Clinical Nurse Educator (CNE) is responsible for clinical teaching and the development of nursing practice within a therapeutic adult mental health environment. This position reports to the Adult Mental Health Unit (AMHU), Assistant

Director of Nursing (ADON) and will liaise with the AAMHS Clinical Nurse Consultants to deliver and lead education, both internal and external to the Division, in support of ongoing clinical education, preceptorship, mandatory skills assessment, and competency assessment processes for nurses working in the AAMHS at Canberra Hospital. You will be required to undertake professional development and supervision participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: To be successful in this position, it is expected that the successful candidate will be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Holds or is working towards post graduate qualifications, and/or has demonstrated advanced knowledge, skills and experience, in the area of adult education and clinical practice development. Current driver's licence is desirable. Prior to commencement successful candidates will be required to: Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a permanent part-time position at 32.00 hours per week. The full-time salary noted above will be paid pro rata.

Contact Officer: Leanne Done (02) 6174 5406 leanne.done@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Justice Health Services
Administration Information Manager
Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 22044)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) are contemporary evidence-based services providing high quality healthcare that are guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. The Office of the Chief Psychiatrist has an immediate need for business process support related to finances, medical recruitment and general business processes. This position will undertake the foundation work to develop and support these functions in a sustainable way for effective ongoing performance.

Eligibility/Other Requirements: Desirable: Relevant qualifications or experience in either clinical, operational management or policy development including extensive analytical background within a health care system are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available now until December 2017. Selection may be based on application and referee reports only.

Contact Officer: Mandy Evans (02) 6205 0687 mandy.evans@act.gov.au

Population Health, Protection and Prevention
Office of the Chief Health Officer
Chief Health Officer Office
Emergency Management Coordinator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 27606)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Office of the Chief Health Officer provides direction and advice to support ACT Health respond to incidents, emergencies, public health risks and disasters that occur locally, nationally and internationally. The Office of the Chief Health Officer consists of specialist ACT Health personnel working collaboratively to address all aspects of health emergency planning and response. The unit's goal is to ensure that ACT Health is able to respond effectively to incidents, emergencies, disasters and public health risks, and manage the health aspects of major events within the ACT. The Emergency Management Coordinator will assist in maintaining a high level of health response readiness for all hazard incidents, events and emergencies that have the potential to adversely affect public health or the provision of health services within the ACT. The successful applicant will ideally demonstrate competence in policy development and implementation in the context of public health or emergency management planning, and have an understanding of the need to plan for, and respond to emergencies including an understanding of contemporary emergency management principles and related legislation.

Eligibility/Other Requirements: Mandatory: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: Tertiary qualifications relevant to emergency management or health protection.

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

Contact Officer: Craig Cannon (02) 6207 0618 craig.cannon@act.gov.au

Canberra Hospital and Health Services

Chief of Clinical Operations

Patient Flow Unit

Bed Allocations Officer

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29059)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Bed Allocation Officer (BAO) provides a centralized point of contact for all patient flow activity requested to, from and within the Canberra Hospital. This position provides scope to develop an interface and relationship between all clinical areas and other associated agencies with the CHHS and Southern NSW Local Health Districts to facilitate safe and effective patient flow.

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

Note: This is an expected permanent part-time position at 28 hours per week. The full-time salary noted above will be paid pro rata. This position works a rotating roster.

Contact Officer: Lynette O'Connell (02) 6244 2831 Lynette.O'Connell@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Department of Neonatology

Newborn and Parent Support Service

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22271)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

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

sub-acute, primary and community based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Women, Youth and Children Community Health Programs delivers a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. Overview of the work area and position: The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. Newborn and Parent Support Service (NAPPS) provides a 7 day a week, early discharge programme for the Neonatal Intensive care Unit (NICU) and Special Care Nursery. NAPPS is a home visiting service for the families of infants who no longer require intensive medical and nursing treatment but still require some nursing care, support and advice at home.

As a NAPPS nurse you will require expert neonatal skills and knowledge while working in this semi-autonomous role. You will work in a small team supporting the parents/carers with the home care of their infant until the infant's needs are met by other support services in the community.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Desirable: Post-graduate qualifications in Neonatal Nursing

Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a part-time position at 28 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: Sue Feltrin (02) 6174 7578 susan.feltrin@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Department of Neonatology

Registered Nurse Level 2- Partnering with Parents

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

Gazetted: 24 August 2017

Closing Date: 31 August 2017

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community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. Overview of the work area and position: The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in Canberra Hospital's Women, Youth and Children's (CHWC), and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. As the Coordinator you will lead and manage the Partnering with Parents Services, including the implementation and delivery of the Partnering with Parents Program and the web based NICUCAM. In the role you will be pivotal in creating a partnership between the parents and staff to create shared responsibilities throughout the patient journey. You will educate staff and families in the use of NICUCAM and manage the overarching systems.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post-graduate qualifications in Neonatal Nursing and/ or Information Technology experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a permanent part-time position available at 24:00 hours per week and the full time salary noted above will be paid pro-rata.

Contact Officer: Susan Feltrin (02) 6174 7578 susan.feltrin@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
RACC Nursing**

Clinical Development Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29934)

Gazetted: 24 August 2017

Closing Date: 7 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: 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. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Public Hospital. The Clinical Development Nurse (CDN) position will be a dynamic role over the next 12 months. The main priorities of this position are to coordinate education and promote a learning culture within the rehabilitation unit. In the next 12 months you will also assist in coordinating and providing education during the commissioning of UCPH. As part of the new model of care for UCPH, the clinical staff will have a more active role in a first response team. As the CDN you will be a part of the first response team when required, and assist in ensuring the relevant staff have the Advanced Life Support skills

and knowledge to effectively participate in this team. As this role will be dynamic and changing in the first 12 months it is encouraged that you speak with the contact person prior to applying.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Advanced Life Support Certification (ALS is not required on application; however successful completion of this will be required within three months of employment).

Certificate IV in Training and Assessment (Cert IV is not required upon application; however successful completion is required upon 12 months of employment). Current drivers licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy (OMU).

Note: Further CDN positions will become available within the next 12 months and a merit list may be created from this recruitment process to fill future positions at level.

Contact Officer: Rowena King (02) 6244 3035 rowena.king@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Mental Health Consultation Liaison Service

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 26875)

Gazetted: 24 August 2017

Closing Date: 7 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for people.

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: Adult Acute Mental Health Services; Rehabilitation and Specialty Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services and Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs. The successful applicant will be required to participate in complex mental health assessments and work within a multi disciplinary team, providing high standard clinical skills in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies. All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate Mental Health Nursing qualifications are highly desirable. Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention. A minimum of two years paid post qualifying work experience in a related/relevant organisation/service. Current driver's licence. Prior to commencement successful candidate 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: Phil Hoyle 046 635 6139 philip.a.hoyle@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Registered Nurse – Adult Mental Health Unit

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22497)

Gazetted: 24 August 2017

Closing Date: 7 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services.

Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 35 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a sub-acute 6 bed inpatient unit in the Emergency Department (ED) for people requiring extended mental health assessment and or treatment initiation. At this level it is expected that you will provide, under limited supervision, high quality clinical nursing, skills and care to achieve sound outcomes for consumers. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at the RN1 level and support the Unit Manager and Clinical Nurse Consultant in change processes. You will be required to undertake professional development, supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

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

Notes: This is a full-time permanent position working a rotating shift roster, including night shifts.

Contact Officer: Leanne Done (02) 6174 5406 leanne.done@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Community Care Program

Podiatrist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20897)

Gazetted: 24 August 2017

Closing Date: 7 September 2017

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priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston.

Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. 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. RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. 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 Rehabilitation, Aged and Community Care (RACC) Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broad range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. Overview of the work area and position: Community Care Podiatry services are offered from community health centres across the ACT. Scope of practice includes screening and evaluation of risk, general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Mandatory: Degree in Podiatry, or recognised equivalent. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. An order of merit will be established for filling full-time and part-time temporary positions at level within the next 12 months from this process.

Contact Officer: Kerry Mahler (02) 6205 1496 kerryn.maher@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Operational

Junior/Associate Genetic Counsellor

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 19800)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an

Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Overview of the work area and position: The ACT Genetic Service is a clinical genetics service provided through ACT Health and based at the Canberra Hospital. A small group of genetic counsellors work in an outreach setting with Clinical Geneticist support from Sydney. We provide genetic counselling to families and individuals with a range of genetic conditions including cancer, paediatric, prenatal, cardiology and neurology. The successful applicant will have a primary role in assisting in the co-ordination of the clinical genetic service input into the recently developed Canberra Clinical Genomics Centre. This aspect of the role will be under the supervision of the Senior Genetic Counsellor and Clinical Geneticist. The successful applicant will also assist senior genetic counsellors in clinical administration such as intakes, completing pedigrees and cancer risk computer algorithms. The successful applicant will have recent genomic education and it would be desirable if the applicant has experience in genomic variant interpretation. They will also have highly developed communication skills and a demonstrated capacity to work independently and within a team.

A 12 month position is available for a Junior/Associate Genetic Counsellor to join the ACT Genetic Service based at The Canberra Hospital. The team provides outreach services for clinical Geneticists from the Sydney Children's Hospital and the Prince of Wales Hospital, Randwick. An exciting opportunity has arisen as a new clinical service is being set up, the Canberra Genomic Clinical Service. We are seeking applications from a junior associate genetic counsellor or a student genetic counsellor about to complete their Masters in Genetic Counselling, to join our team to provide up to date knowledge in genomic counselling and assist in co-ordination of the clinical genetics/genetic counselling component of this new service. The successful applicant will also assist the genetic counsellors with telephone intakes, clinical data entry such as pedigree drawing and Boadicea.

Eligibility/Other Requirements: Mandatory: A degree or diploma of a tertiary institution relevant to the duties specified. Completion of Part 1 of HGSA (Genetic Counselling) or working towards Part 1 (ie. Master's of Genetic Counselling) and a current driver's licence and the ability to travel outside of the ACT. Prior to commencement successful candidates will be required to: undergo a pre-employment National Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of 12 months. Short listing or interviews will not take place within five days of the closing date.

Contact Officer: Linda Warwick (02) 6174 7630 linda.warwick@act.gov.au

Canberra Hospital and Health Services

Pathology

Pathology Administration

Quality Officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 33063)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

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provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: The Quality Department within ACT Pathology is responsible for coordinating, monitoring and evaluating activities for ongoing pathology accreditation, standards compliance and Quality Management System performance. This position works within the quality team and reports directly to the Quality Manager and under broad direction will play a key role in monitoring and maintaining compliance quality activities and initiatives.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Applied Science or Medical Laboratory Science. Desirable: National Association of Testing Authority (NATA) quality management system, internal audit and ISO 15189 training or equivalent, or willingness to undertake training. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Lloyd Allen (02) 6244 4004 lloyd.allen@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Child and Adolescent Mental Health

Mental Health IMPACT Liaison Officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17213)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services (ACT Wide MHS), Adult Community Mental Health Services (ACMHS), Adult Acute Mental Health Services (AAMHS), Alcohol and Drug Services (ADS), Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services (JHS). Child and Adolescent Mental Health Services (CAMHS), Perinatal Mental Health Consultation Service (PMHCS) provides mental health assessment, treatment and other services including support, advice and referrals for women from conception to 12 months after giving birth experiencing moderate to severe mental health issues. As the IMPACT (Integrated Multi-agencies for Parents and Children Together) Liaison Officer for the division, the health professional would be required to consult and liaise with adult mental health teams and other community agencies/groups to develop positive and constructive partnerships for the service provision and support of vulnerable families. The role will also require the team member to undertake professional development and supervision, provide support to HP1 and HP2 clinicians, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA), tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT registration and eligibility for membership of the appropriate professional organisation, must hold a current driver's licence, applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service, if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position. Desirable: Experience in working with client's who have mental health issues and co-morbid social issues. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a permanent part-time position available at 18:37 hours per week and the full-time salary noted above will be paid pro-rata. Responses to the selection criteria should be no more than two pages. Selection may be based on application and referee reports only.

Contact Officer: Bridget Dillon (02) 6205 1469 bridget.dillon@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Office Manager

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 28661)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of the people who use of service, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality 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: Adult Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). AMHU is a 37 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. The Office Manager reports to the Assistant Director of Nursing (ADON), and provides administrative assistance to the Adult Mental Health Unit. This position includes the provision of high quality customer service to the people who access or engage with the team.

Eligibility/other requirements: Knowledge and experience in the use of relevant medical terminology.

Understanding in dealing with persons affected with a Mental Illness. Current driver's licence is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

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

Contact Officer: Leanne Done (02) 61745406 leanne.done@act.gov.au

Innovation

Policy and Stakeholder Relations

Policy and Stakeholder Relations Executive

Administrative Assistant

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 29476, several)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Policy and Stakeholder Relations provides advice to ACT Health and ACT Government on strategic policy issues of national, territory-wide and health-sector-wide importance.

Policy and Stakeholder Relations negotiates with funding bodies and service providers and manages service agreements with the non-government and government sectors, including aged care, chronic disease, primary care,

sexual health, women and children's health, alcohol and other drugs, home and community care, mental health, Aboriginal and Torres Strait Islander health, migrant and refugee health, and health workforce policy and planning. The role of Administrative Assistant sits within the Executive Support Office of the Policy and Stakeholder Relations branch. The Executive Support Office provides high level support to the Executive Director, Policy and Stakeholder Relations. Under general direction from the Executive officer, the Administrative Assistant will provide broad administrative duties to support the Executive Office, including, but not limited to, diary support, HPRM (TRIM) coordination across the branch, and secretariat support for meetings. This role will be expected to provide support to a new executive position in Policy and Stakeholder Relations, the Director, Mental Health Policy. The Quality, Governance and Risk Division is a newly formed Division focusing on ACT Health's strategic approach to safety, quality and risk with a focus on continuous quality improvements. The division will provide strategic leadership, oversight and advise on ACT Health's Quality approach to deliver Person-Centred, Safe and Effective Care and developing a Culture of Continuous Quality Improvement. As well as providing strategic frameworks in quality, safe and risk across ACT Health. The Quality, Governance and Risk Division is the ethical centre for ACT Health, leading and co-ordinating initiatives across the directorate to ensure that ACT Health maintains a patient-centred focus that is applied first and foremost in all that is developed and delivered. This Division is the voice of quality and safety ensuring that budget demands and other efficiency requirements do not disproportionately dictate decision-making. The Quality, Governance and Risk Division has a large role in the compliance space, increasing awareness of relevant obligations and providing advice on how best they can be met, while at the same time encouraging the directorate to engage with risk appropriately. This position is to provide the Office of the Deputy Director-General Quality, Governance and Risk in the day to day administrative support required.

Eligibility/Other Requirements: Mandatory: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: Previous experience providing administrative support to an executive in ACT Government.

Note: There are two temporary positions available for period of six months with the possibility of extension. An order of merit will be established from this process to fill similar vacancies at level over the next 12 months.

Contact Officer: Alice Fawcett (02) 6205 0832 or Elizabeth Webster (02) 6207 2111 alice.fawcett@act.gov.au

Canberra Hospital and Health Services

Clinical Support Service

Senior Medical Physics Registrar

Medical Physics Registrar \$65,306 - \$87,475, Canberra (PN: 13457)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: We are seeking suitably qualified people currently training as Medical Physics Specialists under the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) Training Education and Assessment Program (TEAP) in Radiation Oncology Medical Physics. The successful candidates will have already achieved, or come close to achieving, Level 2 competency in all aspects of the ACPSEM TEAP in Radiation Oncology medical Physics. This is a great opportunity to work with a dynamic professional team in Canberra where the quality of life is superior to many other cities in the world. Canberra is within a couple of hours drive of ski fields, ocean beaches and great agricultural produce as well as being within easy reach of the bustle of Sydney and Melbourne. The successful applicants will join the Medical Physics and Radiation Engineering branch based at the Canberra Hospital, which currently consists of twenty staff. This branch is integral in providing clinical, scientific and support services to the Health Directorate including to Medical Imaging and the Capital Regional Cancer Centre. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population of over 600,000. It is a modern 500-bed hospital providing most major medical and surgical sub-specialty services which is planned to grow to a 1,000-bed hospital as part of the Health Infrastructure Program (HIP). The hospital is the major teaching hospital for the Medical School of the Australian National University. The Medical Physics and Radiation Engineering branch also has strong links with both the University of Sydney and Wollongong University. Medical Imaging at Canberra Hospital provides comprehensive medical imaging services including three Siemens MRI (one neurosurgical), Philips PET/CT, two angiography suites, SPECT/CT, three gamma cameras, two CTs, general x-ray and sonography. The CRCC has four Varian linear accelerators, two large bore CT simulators, HDR, LDR, SXRT and the Pinnacle and Oncentra treatment planning systems. Research laboratories, two cardiac catheter

laboratories and two therapy iodine rooms are also on campus. Medical Physics and Radiation Engineering is an accredited clinical site for Medical Physics Registrars training in Radiation Oncology and Diagnostic Imaging. The multidisciplinary environment of nuclear medicine, radiology and radiation oncology and the future growth in the ACT Health makes Medical Physics and Radiation Engineering a very attractive place to work as a Medical Physicist. ACT Health actively encourages and financially supports ongoing education and training. Canberra is a picturesque city offering outstanding living conditions, with a relaxed country lifestyle combined with high quality city amenities. It is an easy three hour drive from Sydney. The city is ideal for families as well as offering a good lifestyle for single people. Canberra's schools and educational institutions are amongst the best in Australia. The Australian National University is ranked in the top 20 universities in the world. There are many national icons, cultural and recreational opportunities. The excellent roads, public transport and compact city planning result in less wasted time.

Eligibility/Other Requirements: Mandatory: Medical Physics Specialist means a person who holds registration on the Australasian College of Physical Scientists and Engineers in Medicine (ACPSEM) Register of Qualified Medical Physics Specialists in a designated specialty of medical physics. Medical Physics Registrar means a person who is enrolled in the ACPSEM TEAP and receiving training towards gaining ACPSEM certification in a designated specialty of medical physics. This position requires enrolment in the ACPSEM TEAP for Radiation Oncology Medical Physics. The candidate is required to have completed or be accepted into the post-graduate medical physics degree at an ACPSEM accredited university (or have ACPSEM exemption from this requirement). If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This position is temporary until 20 February 2019 with the possibility of extension or permanency. The position is preferred to be filled full-time, however the position may be filled part-time.

Contact Officer: Sean Geoghegan (02) 6244 2256 sean.geoghegan@act.gov.au

Canberra Hospital and Health Services

Medicine Acute Support Service

Dietitian

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 23721)

Gazetted: 24 August 2017

Closing date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The core functions of the Canberra Hospital, Nutrition Department are: Clinical Dietetic Services to: Inpatients on the Canberra Hospital Campus including the Centenary Hospital for Women and Children and the Adult Mental Health Unit; outpatients requiring specialist care from the ACT and regional NSW; operation of centralised Special Diet Service; operation of Infant Feeding Service; coordination of ACT Health Clinical Education Program for Nutrition and Dietetic students from various local universities; Food Service governance activities in partnership with the Canberra Hospital Food Service Department and administration and coordination of the ACT Home Enteral Nutrition Scheme (HENS). Under supervision, you will provide clinical dietetic services across the Canberra Hospital Campus and contribute to service improvement and quality improvement/quality assurance activities of the department.

Eligibility/Other Requirements: Hold an undergraduate or postgraduate qualification in Nutrition and Dietetics or equivalent. Be eligible for membership of the Dietitians Association of Australia, and eligible to hold Accredited Practising Dietitian (APD) credential. Hold a current driver's licence and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until 15 November 2017. The position is part-time at 18.37 hours per week and the salary noted above will be paid pro rata for part-time hours. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Andrew Slattery (02) 6244 2544 andrew.slattery@act.gov.au

Canberra Hospital and Health Services

Pathology

Calvary Laboratory

Medical Laboratory Technician

Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 38738)

Gazetted: 24 August 2017

Closing Date: 7 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and branch laboratory is located at the Calvary Hospital. The successful applicant will be based in the Calvary laboratory specimen reception area and under broad direction be responsible for the supervision of administrative and technical support services. The successful applicant will not be required to work unsupervised.

Eligibility/Other Requirements: Mandatory: An associate diploma or certificate in Medical Laboratory Science or equivalent. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: Tertiary qualifications in Medical Sciences and eligibility for membership of the appropriate professional organisation.

Note: This is a permanent full time position, participation in the after hours/weekend roster will be required.

Contact Officer: Mary Brun (02) 6201 6701 mary.brun@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Rotational Physiotherapist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 29691)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

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

continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra, and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehabilitation, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration, and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with patients, their carers and other services within and external to ACT Health. Overview of the work area and position: The RACC Physiotherapy service is a dynamic team of physiotherapists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACC including: inpatient and community based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program and community based physiotherapy services. Successful applicants will be offered rotations through many of these services and locations. Under supervision, you will provide high quality patient centred care in a variety of settings. The overall functions of a physiotherapist under professional supervision include: Delivering positive patient outcomes through the provision of high quality patient centred care; delivering individual and group treatment sessions; and applying knowledge, skills, professional judgement, and initiative in the delivery of routine services.

Eligibility/Other Requirements: Be registered with the Physiotherapy Board of Australia. Degree in Physiotherapy, or equivalent qualification. A current Australian driver licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary position available for a period of 12 months. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Judy Stone (02) 61745662 judy.stone@act.gov.au

Corporate

Business Support

Logistics Support

Delivery Driver/Store Person

Health Service Officer Level 5 \$52,606 - \$55,221, Canberra (PN: 25220)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate Division consists of the following Branches: Business Performance Information and Decision Support; Business Support Services; Finance; Health Infrastructure Services; Information, Communications and Technology and People and Culture. Overview of the work area and position: Supply Services forms part of the Logistic Support within the Business Support Services of ACT Health, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Senior Store Supervisor of ACT Health Supply Services. To be successful in this position, you will need to have proven experience in all aspects of driving a medium rigid truck, warehousing and distribution for a large and busy warehouse environment operating in a computerised purchasing and inventory control system. This position is rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital.

Eligibility/Other Requirements: Mandatory: Current unrestricted Medium Ridge or above driver's licence. Prior to commencement, successful candidates will be required to undergo a pre-employment Police check. Desirable: Relevant work experience highly desired.

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

Contact Officer: Kanchana Marasinghe (02) 6207 8385 kanchana.marasinghe@act.gov.au

Corporate

Business Support

Logistics Support

Store Person

Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: 25219, several)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Supply Services forms part of the Logistic Support within the Business Support Services of ACT Health, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Senior Store Supervisor of ACT Health Supply Services. To be successful in this position, you will need to have proven experience in all aspects of stores management (i.e. issues, receipts, picking, stock-taking, etc.) in a large and busy warehouse environment operating in a computerised purchasing and inventory control system. This position is rotated between the Supply Services Warehouse, Mitchell and Canberra Hospital.

Eligibility/Other Requirements: Mandatory: Current driver's licence and relevant work experience highly desired.

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

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

Contact Officer: Kanchana Marasinghe (02) 6205 0807 kanchana.marasinghe@act.gov.au

Corporate

Business Support

Logistics Support

Patient Services Delivery Attendant

Health Service Officer Level 3 \$48,385 - \$49,958, Canberra (PN: 23465, several)

Gazetted: 24 August 2017

Closing Date: 31 August 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The position is managed by the Food Services Operations Manager for daily operations at the Canberra Hospital Food Services department for governance matters such as training, food preparation and food safety compliance. The position is responsible for a range of duties within the Food Services Patient Services Area primarily for the provision of food services plus the replenishment of consumables in a major hospital environment.

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

Contact Officer: Sanjay Prasad (02) 6244 2177 sanjay.prasad@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

**Public Trustee and Guardian
Financial Management Services Unit
Director**

Senior Officer Grade A \$137,415, Canberra (PN: 38579)

Gazetted: 18 August 2017

Closing Date: 1 September 2017

Details: The Public Trustee and Guardian is an independent Territory authority providing professional guardianship, financial management and trustee related services. We have a vacancy for a motivated and well-organised person who is skilled in strategic administration to be appointed as Deputy Public Trustee and Guardian and Director of our Financial Management Services Unit. Our Financial Management Services Unit (FMSU) provides a financial management service to adults in our community who have diminished ability to manage their financial affairs due to a physical, mental, psychological or intellectual condition. Financial Management is provided under authority of an order of ACT Civil and Administrative Tribunal (ACAT) or under an Enduring Power of Attorney (EPA). The successful candidate will have extensive experience in financial management and will lead the day-to-day administration of a busy multi-disciplinary team involved in the provision of financial management services to the ACT community. This includes the ability to administer, apply and interpret legislation. We are seeking an articulate, confident person with strong client and staff management skills.

Eligibility/Other Requirements: Tertiary qualifications in a relevant discipline are essential. This is a position of trust and applicants may be required to provide certain information to undergo relevant assessments. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: Selection may be based on application and referee reports only. Applicants should include two referee reports with their application.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

**Public Trustee and Guardian
Finance Unit
Director**

Senior Officer Grade A \$137,415, Canberra (PN: 38577)

Gazetted: 18 August 2017

Closing Date: 1 September 2017

Details: The Public Trustee and Guardian is an independent Territory authority providing professional guardianship, financial management and trustee related services. We have a vacancy for a motivated and well-organised person who is skilled in strategic administration to be appointed as Deputy Public Trustee and Guardian and Director of our Finance Unit. The Finance Unit provides a Corporate Finance, Investment/Funds Management/Taxation and Property service to the Public Trustee and Guardian (PTG) and its clients. The successful candidate will have extensive experience in finance management and will lead the day-to-day administration of a busy multi-disciplinary team involved in the provision of expert Financial Management and other support services. This includes the ability to administer, apply and interpret legislation. We are seeking an articulate, confident person with strong client and staff management skills.

Eligibility/Other Requirements: A degree or diploma or other professional qualifications relating to corporate accounting and financial management, including the management of trust funds and funds under investment are essential. This is a position of trust and applicants may be required to provide certain information to undergo relevant assessments. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: Selection may be based on application and referee reports only. Applicants should include two referee reports with their application.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

**Corporate
Governance
Governance, Coordination and Reporting**

Team Leader

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 02432)

Gazetted: 18 August 2017

Closing Date: 1 September 2017

Details: Governance, Coordination and Reporting within Corporate, Justice and Community Safety are seeking a motivated, well organised person to lead the Internal Audit team. Under the direction of the Senior Manager they will develop, implement and manage the Directorate's Audit Program by effectively liaising with business units, outsourced audit providers and the ACT Audit Office. This involves assisting business units to develop and maintain risk management practises in compliance with the Directorate's Risk Management Plan and undertake research/analysis, compile data and report on findings. This role assists the development and implementation of governance procedures (particularly fraud, risk management and business continuity) and also assists in the implementation of key legislative and policy governance requirements including freedom of information, records management and privacy.

Contact Officer: Kaye Yen (02) 6207 5066 kaye.yen@act.gov.au

Corporate

Governance

Governance, Library, Coordination and Reporting

Senior Information Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 18861)

Gazetted: 18 August 2017

Closing Date: 8 September 2017

Details: Governance is seeking a Senior Information Officer who under the direction of the Section Manager, Governance Coordination and Reporting can develop, maintain and promote the Directorate's Records Management Program in accordance with relevant legislation, best practice and consistent with ACT Public Service Standards. The suitable applicant will also need to manage and coordinate Freedom of Information requests on behalf of the Directorate and provide advice to officers on relevant procedures and processes (as well as ensuring that responses to requests are coordinated within the required timelines). To achieve these outcomes, they will need to develop and foster effective working relationships to engage all stakeholders within the Directorate, undertake audits across the Directorate to assess compliance with Territory Record, Freedom of Information and Privacy legislation, assist with the facilitation of records management and Freedom of Information training programs across the Directorate, whilst maintaining high levels of confidentiality in all aspects of the work and dealing sensitively with issues as they arise. They are expected to undertake research and analysis, compile data and report on findings plus assist in the ongoing development, implementation and review of the Directorate's policy and procedure framework.

Contact Officer: Kaye Yen (02) 6207 5066 kaye.yen@act.gov.au

ACT Corrective Services

Offender Services and Corrections Programs

Corrections Programs Unit

Corrections Programs Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14702, several)

Gazetted: 21 August 2017

Closing Date: 28 August 2017

Details: ACT Corrective Services (ACTCS) is seeking expressions of interest from passionate and motivated professionals to join the Offender Services and Corrections Programs Unit as a Corrections Programs Officer Administrative Services Officer Class 6 (ASO6). This position is based at the Alexander Maconochie Centre (AMC), in a highly skilled team committed to effective program delivery for offenders and detainees in both the community and in custody. Working closely within the Corrections Programs Unit and under the direction of the Programs Unit Manager, you will deliver therapeutic and psycho educational programs to detainees in the Alexander Maconochie Centre and offenders engaged with Community Corrections. This is a unique opportunity for the right candidates to work with challenging clients in facilitating high quality programs with a strong focus on reducing risk and encouraging rehabilitation. You will deliver programs in line with national best practice and further, you will provide professional advice, input and support in relation to all aspects of program planning and

delivery within the AMC and Community Corrections. To be successful in this role you will be able to demonstrate an understanding of and commitment to, contemporary best practice in relation to program facilitation. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in research, planning, evaluation and development of programs as well as well developed group facilitation skills. You will have a proactive approach to detainee and offender management including ability to liaise with internal stakeholders and professional supervisors and be able to demonstrate an ability to compile and contribute to verbal and written reports.

Eligibility/Other Requirements: Tertiary qualifications in the Psychological, Education, Social Work or Behavioural Sciences are highly desirable. The successful candidate will be required to undergo a police criminal history check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. The successful candidate may have the opportunity to perform some weekend work. A current driver's licence is essential. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is essential. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

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

How to Apply: Applicants are required to submit five items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; the names and contact details of two referees; and a copy of your driver's licence. Please ensure you submit all five items. One of the referees should be a current supervisor.

Contact Officer: Emma Byrne (02) 6205 8451 emma.byrne@act.gov.au

ACT Human Rights Commission

Health, Discrimination, Disability and Community Services Commissioner

Senior Intake and Review Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 09944)

Gazetted: 23 August 2017

Closing Date: 8 September 2017

Details: The ACT Human Rights Commission seeks to fill a permanent, full time position within the Health, Discrimination, Disability and Community Services Commissioner's complaints team. The Commission is looking for an analytical, solutions-focused and resilient person to be responsible for providing information and advice to members of the public about rights, responsibilities and complaint handling options in the areas of discrimination, health services, disability and community services and children and young people. The person will also be responsible for managing a caseload of complex complaints, including investigation and conciliation in the above areas and undertaking policy and project tasks and community education and engagement as required. The ACT Human Rights Commission recruits for diversity. Aboriginal and Torres Strait Islander People and people with a disability are encouraged to apply. If you are a person with a disability and would like assistance to apply for this position please contact the Contact Officer for this position.

Eligibility/Other Requirements: Appropriate tertiary qualifications in a legal or health field would be desirable.

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

How to apply: A response should be made to each individually numbered Selection Criteria, which are listed in order of importance. Examples are included to assist applicants to address the Selection Criteria. Please limit your response to a maximum of two pages in total. Applications should be forwarded to: jobs@act.gov.au

Contact Officer: Alison Murley (02) 6205 2222 alison.murley@act.gov.au

Emergency Services Agency

People and Culture

ESA Training

Training Administration Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 03814)

Gazetted: 21 August 2017

Closing Date: 5 September 2017

Details: The Emergency Services Agency (ESA) Training team is seeking an organised and enthusiastic person to temporarily fill the role of Training Administration Officer. This position is the primary point of contact for ESA Training including for course nominations, room bookings and Training Centre maintenance requests. Exceptional attention to detail and the ability to prioritise in a busy environment are essential. The successful individual will have excellent communication skills and an ability to liaise effectively with internal and external clients.

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.

Note: This is a temporary position available from 23 October 2017 until 31 August 2018 with the possibility of extension.

Contact Officer: Jeannie Cotterell (02) 6207 8608 jeannie.cotterell@act.gov.au

Transport Canberra and City Services

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

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

City Services

Libraries ACT

Act Heritage Library

ACT Heritage Archivist

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 14643)

Gazetted: 22 August 2017

Closing Date: 5 September 2017

Details: The successful applicant will lead and manage the operation of the ACT Heritage Library, a special library and collecting archive within Libraries ACT. They will also develop collection related policies and technical standards for traditional and on-line content aligned to the strategic and business plans of Libraries ACT, Transport Canberra and City Services (TCCS) and the ACT Government.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field such as archives administration, librarianship or cultural heritage.

Contact Officer: Antoinette Buchanan (02) 6207 7424 antoinette.buchanan@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.

Transport Canberra

Transport Canberra Executive

Executive Assistant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 32551)

Gazetted: 18 August 2017

Closing Date: 25 August 2017

Details: Transport Canberra is seeking a person with high-level executive and administrative skills to support to the Deputy Director General for Transport Canberra. The executive assistant will ensure all incoming and outgoing communications are managed in a timely manner, prepare correspondence as required and manage the diary of the Deputy Director General including appointment bookings, meetings and prepare travel arrangements. In addition to that, the Executive Assistant will provide administrative support in preparing meeting agendas, reports, briefs, as well as facilitation of ministerial correspondence. 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.

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

Contact Officer: Jemma Shields 6205 7417 jemma.shields@act.gov.au

Transport Canberra

Public Transport Operations

Flexible Transport Office

Aboriginal and Torres Strait Islander Community Bus Coordinator

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38902)

Gazetted: 21 August 2017

Closing Date: 4 September 2017

Details: The Aboriginal and Torres Strait Islander Community Bus Coordinator is part of the Flexible Transport Office that operates the ACT Government specialised passenger transport services including special needs school services, the Flexible Bus Service and the Aboriginal and Torres Strait Islander Community Bus (The Community Bus). The Community Bus is an ACT Government initiative designed to better meet the transport needs of the local Indigenous community. The minibus(s) are used for a range of activities including those that promote cultural and community connections, youth and justice support as well as sporting and social activities. Reporting to the Senior Manager of the Flexible Transport Office, the Coordinator is responsible for the effective and timely coordination of bookings, driving vehicles, passenger and booking enquiries, as well as maintaining all records to enable reporting.

Eligibility/ Other Requirements: This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Michael Lawrence (02) 6205 0467 michael.lawrence@act.gov.au

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

City Services

Libraries ACT

Lifelong Learning

Lifelong Learning Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 46063)

Gazetted: 18 August 2017

Closing Date: 1 September 2017

Details: The Lifelong Learning Team is looking for a pro-active individual to provide excellent customer service and promote a positive image of Libraries ACT. They will provide critical administrative support and contribute to continuous improvement. They will also have strong organisational skills and be an effective communicator.

Eligibility/Other Requirements: Recognised qualifications in a relevant area e.g. event management, librarianship, community development, or education would be an advantage. Experience with Adobe InDesign or a similar tool, online booking systems, standard Office products, and common social media platforms.

Contact Officer: Jan Thurling (02) 6205 8551 jan.thurling@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.

Roads and Infrastructure

City Presentation

Urban Treescapes

Leading Hand

General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 41017, several)

Gazetted: 22 August 2017

Closing Date: 5 September 2017

Details: The Transport Canberra and City Services (TCCS) Directorate is seeking to fill one permanent and two temporary Leading Hand positions within the Urban Treescapes Unit. The Leading Hand positions will be responsible for the supervision of a small team of tree workers who will be undertaking tree maintenance work across the city. The successful applicants will have experience and knowledge of urban tree maintenance activities

and the operation and maintenance of equipment used in this work. The primary responsibilities will include conducting site specific risk assessments, implementing traffic management plans, operating plant and equipment, tree lifting, formative pruning, tree removal, remedial pruning and clearing storm damaged trees. Applicants must be willing to wear a uniform, work across various locations within the ACT, work at heights and carry out strenuous physical work in an outdoor environment. Additionally, applicants may be required to undertake emergency after hours work through an on call roster.

Eligibility/Other Requirements: A class C driver's licence and Chainsaw Certificate is mandatory. A Medium Rigid Truck licence. Authority to implement temporary traffic management plans. Elevated Work Platform high risk licence is highly desirable. A certificate II in arboriculture or horticulture and certificate II ESI Power Line Vegetation control is also highly desirable.

Note: This process will be used to fill one permanent position and two temporary positions. The temporary vacancies are available until 30 June 2019. An order of merit may be established to fill future vacancies at level, which may arise over the next 12 months.

How to Apply: To apply, please complete the application cover sheet, respond to each of the selection criteria outlined in the position description and attach a copy of your current resume including the contact details of two referees.

Contact Officer: Jeffrey Albrecht (02) 6207 7852 jeffrey.albrecht@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.

Roads and Infrastructure

City Presentation

Urban Treescapes

Tree worker

General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: 13179, several)

Gazetted: 22 August 2017

Closing Date: 5 September 2017

Details: The Tree worker positions will be responsible for working individually or as part of a team of employees engaged in urban tree maintenance work across the city. The successful applicants will have experience and knowledge of urban tree maintenance activities and the operation and maintenance of equipment used in this work. The primary responsibilities will include conducting site specific risk assessments, assisting with the implementation of traffic management plans, operating plant and equipment, tree lifting, formative pruning, tree removal, remedial pruning and clearing storm damaged trees. Applicants must be willing to wear a uniform and work at various locations across the ACT. Applicants must be willing to work at heights and undertake strenuous physical work in an outdoor environment. Successful applicants may be required to undertake emergency after hours work through an on call roster.

Eligibility/Other Requirements: Mandatory: Current manual driver's licence and Chainsaw licence. Preparedness to wear a uniform and to work anywhere in the ACT is essential. Highly desirable but not essential: A Medium Rigid Truck licence; Authority to implement temporary traffic management plans and an Elevated Work Platform High Risk licence. A Certificate III in Arboriculture or Horticulture and Certificate II ESI Power Line Vegetation control. Certificate III in Government or Frontline Management or similar is desirable.

Note: Transport Canberra City Services is seeking to fill several permanent and temporary positions at General Service Officer Level 3/4 (GSO3/4) level. The temporary vacancies are available until 30 September 2018. A merit list may be established to fill future vacancies at level which may arise over the next 12 months.

How to Apply: Applicants need to provide written applications addressing all parts of the selection criteria, the contact details of two referees and a current curriculum vitae/resume.

Contact Officer: Jeffrey Albrecht (02) 6207 7852 jeffrey.albrecht@act.gov.au

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

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Neil Bartlam 848-81393, Section 68(1), 16 August 2017

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

Stephanie Nelson 836-11631, Section 68(1), 21 August 2017

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

Corey Stait 848-81385, Section 68(1), 16 August 2017

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

David Symington 853-69439, Section 68(1), 11 September 2017

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

Peter Teo 843-46817, Section 68(1), 14 September 2017

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

Dani Zivak 853-60530, Section 68(1), 21 August 2017

Education

School Assistant 3 \$51,053 - \$54,947

Patricia Copas 853-61883, Section 68(1), 16 August 2017

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

Kaarin Dynon 846-97318, Section 68(1), 17 August 2017

School Assistant 2/3 \$45,058 - \$54,947

Beth Williamson 843-31754, Section 68(1), 17 August 2017

Health

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

Carissa Englebrecht 848-21358, Section 68(1), 10 August 2017

Nurse Practitioner \$122,486

Jennifer Fothergill 609-16192, Section 68(1), 21 August 2017

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

Deborah Gorman 853-69666, Section 68(1), 21 August 2017

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

Heather Lamb 848-83583, Section 68(1), 17 August 2017

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

Anne McGrath 853-51853, Section 68(1), 14 August 2017

Dentist 1-2 \$73,210 - \$133,197

Zoe Mitchell 846-99479, Section 68(1), 22 August 2017

Dental Assistant - Qualified \$52,996 - \$61,965

Danielle Pearce 833-46436, Section 68(1), 22 August 2017

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

Anneke Schoots 845-21646, Section 68(1), 5 October 2017

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

Qian Yang 835-70155, Section 68(1), 28 August 2017

Justice and Community Safety

FB1 (FF 4th Class in Training) \$69,301

Walter James Cryer 853-69746, Section 68(1), 4 September 2017

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

Kevin Cui 835-84215, Section 68(1), 21 August 2017

FB1 (FF 4th Class in Training) \$69,301

Adam Stuart Hughes 853-69770, Section 68(1), 4 September 2017

FB1 (FF 4th Class in Training) \$69,301

Benjamin Adam Mayo 853-69826, Section 68(1), 4 September 2017

FB1 (FF 4th Class in Training) \$69,301

Sean John McPadden 853-69754, Section 68(1), 4 September 2017

FB1 (FF 4th Class in Training) \$69,301

Benjamin Meadows 853-69834, Section 68(1), 4 September 2017

FB1 (FF 4th Class in Training) \$69,301

Benjamin Moore 853-69789, Section 68(1), 4 September 2017

FB1 (FF 4th Class in Training) \$69,301

Rory Shingles 853-69797, Section 68(1), 4 September 2017

Ambulance Support Officer 1 \$54,949 - \$58,394

Thomas Spotswood 853-41970, Section 68(1), 18 August 2017

FB1 (FF 4th Class in Training) \$69,301

Matthew David Tipper 853-69762, Section 68(1), 4 September 2017

Transport Canberra and City Services

Bus Operator - Training \$66,212

Christophe Blot 853-69164, Section 68(1), 18 August 2017

Bus Operator - Training \$66,212

Nicole Carpenter 853-69228, Section 68(1), 18 August 2017

Bus Operator - Training \$66,212

Avril Hewitt 853-69156, Section 68(1), 18 August 2017

Bus Operator - Training \$66,212

James Hodges 853-69180, Section 68(1), 18 August 2017

Bus Operator - Training \$66,212

Clinton Parker 853-69201, Section 68(1), 18 August 2017

Bus Operator - Training \$66,212

Stoil Prodanov 853-69121, Section 68(1), 18 August 2017

Bus Operator - Training \$66,212

Vishal Sharma 853-69199, Section 68(1), 18 August 2017

Bus Operator - Training \$66,212

Mandeep Singh 853-69260, Section 68(1), 18 August 2017

Bus Operator - Training \$66,212

Sumeet Singh 853-69244, Section 68(1), 18 August 2017

Bus Operator - Training \$66,212

Dean Wallis 853-69252, Section 68(1), 18 August 2017

TRANSFERS

Environment, Planning and Sustainable Development

Richard Hart: 848-80593

From: Administrative Services Officer Class 6 \$79,824

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 36174) (Gazetted 20 July 2016)

Health

Michelle Angove: 820-99285

From: Registered Nurse Level 2 \$88,249

Health

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

Health, Canberra (PN. 28375) (Gazetted 12 January 2017)

San Joseph: 825-49186

From: Registered Nurse Level 2 \$88,249

Health

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

Health, Canberra (PN. 25202) (Gazetted 12 January 2017)

Alison Merrington: 833-46428

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

To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health, Canberra (PN. 14913) (Gazetted 18 May 2017)

Elizabeth Mitchell: 842-88266

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

To: Registered Nurse Level 1 \$63,548 - \$84,888
Health, Canberra (PN. 26993) (Gazetted 15 June 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Corporate

People and Capability

Organisational Culture and Capability

Cameron James Bertrand-Bruce: 848-80534

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 36257) (Gazetted 20 July 2017)

Workplace Safety and Industrial Relations

Injury Management and Safety

Jemma Dalley: 846-9368

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 09969) (Gazetted 23 June 2017)

Infrastructure Finance

Rebecca Harman: 831-23507

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

To: †Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 33946) (Gazetted 7 July 2017)

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

Workplace Safety and Industrial Relations

Injury Management and Safety

Laura Anne Jennings: 844-3447

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

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 39182) (Gazetted 23 June 2017)

Shared Services

Finance and Payroll

Accounts Processing Team

Sharon Miller: 747-04158

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07342) (Gazetted 11 July 2017)

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

Education

Office for Schools

South Weston Network

Telopea Park School

Allison Crittall: 779-15022

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

Education

To: School Assistant 3 \$51,053 - \$54,947

Education, Canberra (PN. 39069) (Gazetted 27 August 2017)

Office for Schools

Tuggeranong Network

Gilmore Primary School

David King: 835-38059

From: General Service Officer Level 3/4 \$47,087 - \$51,420

Education

To: General Service Officer Level 6 \$54,949 - \$57,445

Education, Canberra (PN. 38714) (Gazetted 15 June 2017)

Office for Schools

Tuggeranong Network

Charles Conder Primary School

Tracy Panneman: 827-18365

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

Education

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

Education, Canberra (PN. 38237) (Gazetted 19 June 2017)

Office for Schools

North and Gungahlin Network

Dickson College

Sarah Reid: 843-39086

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

Education

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

Education, Canberra (PN. 38843) (Gazetted 21 June 2017)

Office for Schools

South Weston Network

Telopea Park School

Hedvig Selmeczki: 787-52456

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

Health

To: School Assistant 4 \$61,214 - \$66,285
Education, Canberra (PN. 37688) (Gazetted 27 July 2017)

Health

Quality, Governance and Risk

Bailey De Paiva: 762-89146

From: Registered Nurse Level 3.2 \$114,377

Health

To: †Senior Officer Grade B \$118,319 - \$133,197
Health, Canberra (PN. 15721) (Gazetted 29 June 2017)

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Ambulatory Care

Elsbeth Douglas: 836-05397

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

Health

To: †Registered Nurse Level 3.2 \$114,377
Health, Canberra (PN. 22379) (Gazetted 29 June 2017)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Amaly Khalaf: 748-74923

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

Health

To: †Health Professional Level 4 \$100,462 - \$108,140
Health, Canberra (PN. 18392) (Gazetted 27 July 2017)

Justice and Community Safety

Executive – Office of the Director-General

Shonade Ceccato: 847-05074

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

Justice and Community Safety

To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Justice and Community Safety, Canberra (PN. 19719) (Gazetted 22 June 2017)

ACT Emergency Services Agency

Governance and Logistics

ESA Resource Centre

Evan Chin: 821-20208

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

Justice and Community Safety

To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Justice and Community Safety, Canberra (PN. 12161) (Gazetted 5 July 2017)

ACT Emergency Services Agency

Governance and Logistics

ESA Resource Centre

Trevor Vince: 817-45580

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Justice and Community Safety
To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Justice and Community Safety, Canberra (PN. 45779) (Gazetted 5 July 2017)

Corporate

Governance

Governance Coordination and Reporting

Kaye Yen: 828-6080

From: Senior Officer Grade B \$118,319 - \$133,197
Justice and Community Safety
To: †Senior Officer Grade A \$137,415
Justice and Community Safety, Canberra (PN. 09035) (Gazetted 10 May 2017)