



ACT Government Gazette

Gazetted Notices for the week beginning 05 July 2018

VACANCIES

Canberra Institute of Technology

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

Corporate Services

Student Management Systems

Banner Trainer/Functional Analyst

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 54200)

Gazetted: 11 July 2018

Closing Date: 25 July 2018

Details: An exciting opportunity exists at the Canberra Institute of Technology (CIT) for an experienced Trainer/Functional Analyst to join the Student Management Systems Team. You will be responsible for the review, design and development of learning resources and user documentation, including the provision of advice and guidance relating to the use of CIT's Student Information Management System (the Banner System). You will identify and plan enhancements to the Banner System and engage stakeholders during the development of solutions, user testing and system implementation. You will have a strong client service focus together with experience in driving innovation and change, including system upgrades in an Information Management Systems environment which are essential to be successful in this role. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

Contact Officer: Dulip Seneviratne (02) 6207 5601 dulip.seneviratne@cit.edu.au

Corporate Services

Student Management Systems

Banner Business/Functional Analyst

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34231, Several)

Gazetted: 11 July 2018

Closing Date: 25 July 2018

Details: There are opportunities for two suitably experienced Business/Functional Analysts in the Student Management Systems Team at the Canberra Institute of Technology (CIT). In this role, you will be required to identify and analyse issues arising with the functionality and use of CIT's Student Information Management System (the Banner System), liaise with stakeholders to design and document specifications for solutions and implement testing procedures. You will also be required to design and produce standard and ad-hoc reports to internal and external clients using Structured Query Language (SQL) tools such as SQL developer and the Argos reporting tool. You will have a strong client service focus and the ability to implement change management processes related to the Banner system, including preparation and implementation of system upgrades and development of Banner documentation. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

Contact Officer: Dulip Seneviratne (02) 6207 5601 dulip.seneviratne@cit.edu.au

Corporate Services

Student Management Systems

Banner Business/Functional Analyst

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 18397)

Gazetted: 11 July 2018

Closing Date: 25 July 2018

Details: An exciting opportunity exists for a Business/Functional Analyst in the Student Management Systems Team at the Canberra Institute of Technology (CIT). Working with highly skilled Functional Analysts, you will be required to contribute to the analysis of issues arising with the functionality and use of CIT's Student Information Management System (the Banner System), assist in the design and development of specifications for solutions and conduct testing. You will also be required to contribute to the design and production of standard and ad-hoc reports to internal and external clients using Structured Query Language (SQL) tools such as SQL developer and the Argos reporting tool. This is an ideal position to further develop your skills as a Business/Functional Analyst. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Experience with Student Information Management Systems such as Banner and the Argos reporting tool will be highly regarded.

Contact Officer: Dulip Seneviratne (02) 6207 5601 dulip.seneviratne@cit.edu.au

Business, Tourism and Accounting

Business Administration

College Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 11001)

Gazetted: 11 July 2018

Closing Date: 25 July 2018

Details: Applicants are invited to fill an Administration Support Officer role in a dynamic team with the Canberra Institute of Technology (CIT) Business Administration Department. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service to provide high level client service to both internal and external stakeholders to support and promote the CIT Business, Tourism and Accounting College priorities. Sound knowledge of the work practices, procedures, policies, and guidelines to support CIT in the administration of Profile, Australian Apprenticeships, and Skilled Capital and Contestable courses are highly desirable. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available for two years with possibility of extension up to but not exceeding five years in total. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

Contact Officer: Steve Greig (02) 6207 3566 steve.greig@cit.edu.au

Trade Skills and Vocational Learning

Construction

Construction Department Co-ordinator

Teacher Level 2 \$100,508, Canberra (PN: 36445)

Gazetted: 11 July 2018

Closing Date: 18 July 2018

Details: Canberra Institute of Technology's (CIT) Construction Department is currently seeking an experienced educator to fill the Construction Department Coordinator role. The successful applicant will come from the construction industry and provide educational leadership and support to teachers in implementation of quality training and assessment including developing and documenting compliant delivery and assessment strategies, and assist teachers with technology to facilitate implementation of innovation in training and assessment including workplace delivery and assessment. The role also provides leadership and guidance to support student progression and provide a quality student experience. CIT is committed to building an inclusive workplace through a culturally

diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Experience in the use of databases and reporting tools such as student management systems and elearning is highly desirable. Applicants will also have experience in providing leadership and guidance in meeting requirements of the apprenticeship system and the Standards for Registered Training Organisations. Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 - 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Knowledge and experience of Work Health and Safety practice and compliance; knowledge and experience in the Australian Skills Quality Authority (ASQA) requirements, ACT Standards and User Choice requirements.

Note: This is a temporary position available for two years with the possibility of extension up to but not exceeding five years in total. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.' Selection may be based on application and referee reports only.

How to Apply: You will be required to submit two referee reports with your application.

Contact Officer: Anita Wesney (02) 6207 3593 anita.wesney@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Access Canberra

Project Governance and Support

Strategic ICT/ Business Development and Information

Project Support Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33547)

Gazetted: 10 July 2018

Closing Date: 17 July 2018

Details: The Business Development and Information Team manages and supports the rego.act system by providing software testing and quality assurance services; provides systems administration and database reporting services; and ensures the system is fit for purpose, supports legislative processes and serves our customers' needs. The team coordinates a range of quality assurance processes, supports project management and governance activities and coordinates audit activities associated with use of our systems. This team is looking for a Projects Support Officer who shows initiative, exceptional organisational skills, sound judgement and can work effectively in a dynamic environment to deliver high quality outcomes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until the 31 January 2019 with the possibility of extension and/or permanency.

How to Apply: If this sounds like you, send us a 'pitch' of no more than two (2) pages responding to the following selection criteria: (1) Detail your greatest achievements in the last five years and explain how they relate to this position and its duties. (2) Demonstrated examples of the ability, ingenuity, experience and qualifications you hold which make you the best person for this role. (3) Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

Contact Officer: Indran Naidoo (02) 6205 4649 indran.aidoo@act.gov.au

Access Canberra

Customer Coordination

Contact Centre

Operations and Business Support

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 03489)

Gazetted: 10 July 2018

Closing Date: 17 July 2018

Details: Support Contact Centre Management; reporting and analysis; – develop and analyse reports including Average Handle Time (AHT), agent adherence, Government outputs , trends, incoming call flow analysis and schedule forecasts, research and provide input into briefs, plans and business cases; support in the delivery of projects, new technology and business process. Awareness of the best use of the latest technology and trends in the service delivery industry and how it can be applied in the contact centre environment; workforce management and operational business system support; provide input into a range of administrative and reporting requirements to ensure deadlines are met and supply strategic support to meetings within the Branch; operational client relations; build and maintain strong corporate relationships and network within Chief Minister, Treasury and Economic Development (CMTEDD) and with other ACT Government agencies and directorates; project management skills; administrative and implementation support for Internet Protocol (IP) Telephony and applications used in the contact centre environment; assist with the greater capacity to deliver and support new technologies in the contact centre, eg. Web chat, iConnect; lead, manage and support a team of Customer Service Officers (CSO) responsible for the provision of a range of services delivered by Access Canberra; assist as required with Access Canberra Contact Centre customer related activities including supervising, training, call handling, email and web chat; other administrative or operational tasks as directed. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Karl Spulak (02) 6205 3949 karl.spulak@act.gov.au

Shared Services ICT

Business Application Management

Directorate Operations

Application Support Officer

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 12867)

Gazetted: 06 July 2018

Closing Date: 20 July 2018

Details: Information and Communication Technology (ICT), Technical and Application Support officer in ACT Government Shared Services branch. Do you have a working knowledge or experience supporting Web based applications? Do you have experience with backend databases and SQL scripting? Do you enjoy solving problems and working with a diverse range of stakeholders, and can deliver effective customer service within an Information Technology Infrastructure Library (ITIL) framework? Chief Minister, Treasury and Economic Development Directorate (CMTEDD) ICT team are seeking for a motivated individual with good technical and communication skills to support a variety of business applications. As an ICT Support officer you will provide technical support, problem resolution, system administration, project support as well as participate in business processes improvement. The position provides you with the opportunity for developing skills across a range of platforms, and be part of a process of continual improvement and innovation. This position is embedded in a business environment supporting a range of government services and business units. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

How to Apply: Please provide a resume and a two page application outlining your ability to meet the "What you will do" section of the position description. Use the "What you will require" section to help you outline your skill set, experience and capability to do the job.

Contact Officer: Paul Wilson (02) 6205 9967 paul.wilson@act.gov.au

Access Canberra

Customer Coordination

Contact Centre

Customer Service Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 26117, Several)

Gazetted: 06 July 2018

Closing Date: 17 July 2018

Details: Consulting with customers to establish their needs – listening; providing clear, accurate and relevant information – communication; receiving public monies and processing online transactions – accuracy and understanding of and adherence to ethics and privacy issues; using resources and seeking support from Team Leaders when required – continuous learning; complying with procedures, guidelines and policies – understanding government legislation and protocols; ability to effectively work in a small or large team environment; enter or update data to modify existing/new database or customer records in accordance with the *Territory Records Act 2002*; ensure the provision of high quality customer service by complying with ACT Public Service Customer Service Standards, policies and guidelines; market and promote existing products and services to customers; actively participate in maintaining and ensuring a safe and healthy work environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: There are permanent positions and, contract positions with the possibility of permanency. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Carlie Hunt (02) 6205 0573 carlie.hunt@act.gov.au

Access Canberra

Projects, Governance and Support

Government Business and Coordination

Directorate Liaison Officer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37935)

Gazetted: 11 July 2018

Closing Date: 18 July 2018

Details: Can you find the 10 mistakes in this advertisement? If you are still reading and this kind of challenge interests you then you might be Access Canberra's new Directorate Liaison Officer (DLO). The DLO role is fast paced and challenging. To be successful in this role you will be highly organised and able to juggle multiple tasks. Great communication and the ability to facilitate collaborative working arrangements are essential in this role. The DLO supports the provision of advice between Access Canberra and Ministers offices by facilitating the flow of information, and provides assistance and advice in matters relating to the work of Access Canberra, the ACTs Legislative Assembly and Cabinet.

Note: This is a temporary positions available for a period of 12 months. The successful applicant may be selected from written application and referee reports only. Please limit your response to two pages.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the two statements below. Please submit a current curriculum vitae and the contact details of at least two referees.

The two page response should be written in the form of a pitch and should not specifically address the Selection Criteria within the Position Description, but indicate your capacity to perform the duties and responsibilities at the specified classification.

1. Detail your greatest achievements in the last five years and how they relate to this position and its duties.

2. Outline your ability, ingenuity, experience and qualifications and how they make you the best person for this role.

Contact Officer: Audrey Aquilina (02) 6207 4442 audrey.aquilina@act.gov.au

**Finance and Budget Division
Expenditure Review Branch
Senior Officer**

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 17074)

Gazetted: 06 July 2018

Closing Date: 27 July 2018

Details: The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is seeking to fill a temporary Senior Officer Grade C position within the Expenditure Review Branch (ERB). ERB sits within Finance and Budget Division and is responsible for expenditure and operational review activities on specific services and functions as determined by the Government. It also undertakes broader across-government reviews on discrete areas of activity or spending as requested. The role requires significant experience and skills in analysis of complex policy and financial issues and includes: undertaking complex research and analysis and providing accurate, robust advice and options; identifying service delivery issues in the context of legislative, policy, community and operational drivers; undertaking significant liaison with staff of CMTEDD and other agencies; and preparing reports, meeting papers, submissions, and other documentation as necessary. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply. Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Law, and Accounting, Economics, Finance or similar field are highly desirable. Experience in undertaking reviews of businesses, programs or functions of Government is desirable.

Note: This is a temporary position available for three months with the possibility of extension and/or permanency. A merit pool will be established and multiple opportunities may be offered from this process. An order of merit list may be established to fill future vacancies at level over the next 12 months.

How to Apply: To apply, applicants are required to submit an ACT Government Application Cover Sheet, a statement of claims against specified selection criteria; a current resume; and the names and contact details of two referees (one should be a current Supervisor/Manager).

Contact Officer: Cora Couchman (02) 6205 0670 cora.couchman@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**

Housing ACT

Tenancy Operations

Intensive Support Housing Practitioner

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37483)

Gazetted: 05 July 2018

Closing Date: 19 July 2018

Details: The Intensive Support Housing Practitioner is attached to the Tenancy Operations Section of Housing ACT and is responsible for managing a portfolio of public housing tenancies and for providing advice, support and specialist information to assist clients to maintain their tenancy. The successful applicant must have the ability to provide case management services and intensive tenancy management skills to manage a wide range of concurrent complexities for clients. This position requires well developed interpersonal, communication (oral and written), leadership, negotiation and representation skills and the ability to prepare complex reports and correspondence.

Eligibility/Other Requirements: Experience in using a range of Information Technology (IT) business and office applications and a current driver's Licence is required. Desirable: Qualifications and experience in Social Housing and Homelessness or relevant studies. 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

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.

Contact Officer: Leanne Green (02) 6205 3711 leanne.green@act.gov.au

**Housing and Community Services
Asset Management Branch
Contract Management Team
Project Officer**

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 35048)

Gazetted: 11 July 2018

Closing Date: 25 July 2018

Details: Housing ACT Asset Management is seeking an enthusiastic and motivated Project Officer. The position will provide assistance to the Contract Management Team who are responsible for the coordination and management of maintenance service delivery relating to the Housing ACT Total Facilities Management program of works. The position may undertake a number of duties within the team, including (but not limited to) providing administrative support with the day to day operations of the team, liaising with internal and external agencies, undertaking small projects, oversight of maintenance to Housing ACT properties and body corporate management. The ideal candidate will have strong interpersonal skills, show drive and initiative, and be open to opportunities for improving processes.

Contact Officer: Claire Gasteen (02) 6205 1627 claire.gasteen@act.gov.au

Housing ACT

Business, Capital and Policy

Quality Assurance and Risk

Quality and Risk Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38148)

Gazetted: 06 July 2018

Closing Date: 23 July 2018

Details: Housing ACT is seeking an experienced, enthusiastic and motivated person to take on the role of the Quality and Risk Manager. This position will lead a small team responsible for the Quality Assurance of the Housing ACT Total Facilities Management Contract, Housing ACT Risk Management and other audit and review activities focused on identifying opportunities for continuous improvement. The ideal candidate will have strong interpersonal skills, the ability to establish positive and collaborative working relationships, show drive and initiative, and be open to opportunities for improving processes.

Contact Officer: Satnam Singh (02) 6207 6957 satnam.singh@act.gov.au

Cultural Facilities Corporation

Historic Places

Casual Museum Guide and Education Presenter

Administrative Services Officer Class 2 \$34.54 per hour including casual loading, Canberra (PN: Several)

Gazetted: 11 July 2018

Closing Date: 1 August 2018

We are seeking enthusiastic, passionate and experienced individuals to work as Museum Guides and Education Presenters at ACT Historic Places. Duties include welcoming visitors to our properties: Calthorpes' House, Lanyon Homestead, and Mugga-Mugga; delivering high-quality engaging tours to visitors and school groups, handling enquiries and assisting with the smooth running of events. The successful occupant(s) will have excellent communication and time management skills and the ability to maintain a strong customer focus. The role involves both weekday and weekend shifts. This position involves manual tasks, including lifting and bending, as well as some out-of-hours work. Applicants must be available a minimum of four days per week, including Tuesdays, Thursdays and weekends and occasionally evenings for special events. Applicants need to submit their CV and a one page expression of interest addressing the selection criteria.

Eligibility/Other Requirements: Current Drivers Licence. Working with Vulnerable People registration.

Note: Applicants need to submit a written statement addressing the selection criteria. Contact Officer: Cally Earnshaw (02) 6237 6502 cally.earnshaw@act.gov.au Applications can be forwarded to: CFC.HR@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**

Student Engagement

Clinical Practice

School Psychologist - Jervis Bay School

School Psychologist \$77,680 - \$111,479, Canberra (PN: 08602)

Gazetted: 05 July 2018

Closing Date: 3 August 2018

Details: ACT Education is seeking applications from Psychologists to work at the Jervis Bay School 1 to 2 days a week, who are able to provide evidence based services to students K - 12 to maximise their learning and wellbeing outcomes. School Psychologists work collaboratively with school teams, multi-disciplinary teams and external agencies to address student developmental, educational, mental health, emotional and behavioural needs, through individual, group or whole school interventions, with an emphasis on early intervention and prevention. School Psychologists attract similar working conditions as teachers.

Eligibility/Other Requirements: Applicants must have: Full registration as a Psychologist with the Psychology Board of Australia, or Full registration as a Psychologist with the Psychology Board of Australia and Teacher registration with the ACT Teacher Quality Institute. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available for 12 months with the possibility of permanency. An order of merit may be established to fill future vacancies at level over the next 12 months. This position is part-time at (7:21-14:42) hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Anne Nguyen (02) 6207 6986 anne.nguyen@act.gov.au

Business Services Division

Strategic Finance

Strategic Procurement

Senior Manager Goods and Services Procurement

Senior Officer Grade A \$137,415, Canberra (PN: 40895)

Gazetted: 10 July 2018

Closing Date: 17 July 2018

Details: The Strategic Finance Branch in Education Directorate is looking for an experienced and highly motivated professional to fill the role of Senior Manager, Strategic Procurement. The successful applicant will be responsible for leading and managing the establishment and ongoing operations of goods and services procurement for the Directorate. This is a newly established unit and the successful applicant will have a proven track record of providing effective leadership at a senior level, driving and implementing strategic policy and successful delivery of significant procurement programs and projects.

Eligibility/Other Requirements: To be successful you will need to demonstrate excellent problem solving skills and an ability to engage with and influence stakeholders. Highly developed knowledge of and experience in ACT Government contracting/procurement processes and the ability to interpret and implement policy is essential.

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

Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, experience, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the context of the information provided above and the Position Description attached.

Provide a current Curriculum Vitae and the contact details of two referees.

Contact Officer: Lynette Daly (02) 6205 2685 lynette.daly@act.gov.au

Business Services Division

Strategic Finance

Strategic Procurement

Manager Goods and Services Procurement

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40894)

Gazetted: 11 July 2018

Closing Date: 18 July 2018

Details: The Strategic Finance Branch in Education Directorate is looking for experienced and highly motivated professional to fill the role of Manager, Strategic Procurement. The successful applicant will be responsible for leading and managing the establishment and ongoing operations of goods and services procurement for the Directorate. This is a newly established unit and the successful applicant will have a proven track record of providing effective leadership at a senior level, driving and implementing strategic policy and successful delivery of significant procurement programs and projects. To be successful you will need to demonstrate excellent problem solving skills and an ability to engage with and influence stakeholders.

Eligibility/ Other Requirements: Highly developed knowledge of and experience in ACT Government contracting/procurement processes and the ability to interpret and implement policy is essential.

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

Selection may be based on application and referee reports only.

How to Apply: Please review the Position Description for details about the role and associated responsibilities.

Suitability for this position will be assessed on your skills, experience, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Please submit a written application, of no more than two pages, responding to the context of the information provided above and the Position Description attached.

Provide a current Curriculum Vitae and the contact details of two referees.

Contact Officer: Lynette Daly (02) 6205 2685 lynette.daly@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

Chief Operating Officer

Executive

Chief Operating Officer, Business, Governance and Capability

Executive Level 2.4 \$324,854 - \$339,331 depending on current superannuation arrangements, Canberra (PN: E558)

Gazetted: 11 July 2018

Closing Date: 25 July 2018

Details: Are you our next Chief Operating Officer?

Are you looking for a challenge, has your current job got you looking out the window and wondering what's next?

Do you see yourself as a thought leader, a person that can inspire innovation and find creative solutions?

We are on the lookout for someone with amazing skills that can join the senior executive group of our organisation. Someone who has the drive and the ability to lead an incredible team that deliver core services, to the people of Canberra.

If you would like to try out for our team send us a pitch (500 words or less) that lets us know why you're the best person to join us, as we shape the city we live in. Interested applicants should submit their pitch addressing their suitability for the role and a current curriculum vitae including the contact details of two referees to

jobs@act.gov.au

Remuneration: The position attracts a remuneration package ranging from \$324,854 to \$339,331 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$263,216.

Contract: The successful applicant will be engaged under a performance based contract for a period of up to five years. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Further information about the position is available from contact officer, Ben Ponton Director General, ESPDD ben.ponton@act.gov.au, (02) 6207 8359.

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Medicine

Medical

Rheumatologist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 15558)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Overview of the work area and position: Applications are invited for the above staff specialist position from suitably qualified medical graduates with a Fellowship of the Royal Australasian College of Physicians and who have or are eligible for medical specialist registration with the Medical Board of Australia. Applicants should have relevant training and experience in all aspects of clinical rheumatology, research, and in teaching, supervising and mentoring of trainee registrars. Experience and demonstrable skills relevant to the unit's clinical, teaching and research areas that include national health priorities such as osteoarthritis, osteoporosis and fracture prevention, spinal pain, the inflammatory and autoimmune rheumatic diseases and in the use of biological treatments are essential. Experience in Paediatric Rheumatology, delivering a musculoskeletal healthcare to marginalised populations, managing large clinical research projects musculoskeletal ultrasound and a demonstrated commitment to undertaking self-directed clinical audit and quality improvement activities will be an advantage. The successful applicant/s will be expected to have an active role in musculoskeletal curriculum design and delivery, undergraduate teaching and assessment within the Australian National University Medical School (ANUMS) and be regularly involved in education and training of medical students and junior medical staff including basic physician trainees. Successful applicants will be required to take an active and collegiate role in unit clinical service delivery, research and quality assurance activities, mentoring and supervising medical students and trainees and delivering ANUMS and postgraduate medical education; and the quantum of these activities will vary according to unit needs and requirements. The Rheumatology Unit is an established department within the division of medicine with 1.7 fractional specialists, one Advanced Trainee, one shared JMO, an advanced practice nurse (APN) and registered nurse (RN2) all actively participating in clinical service delivery. The unit is currently located on level 2 building 6 at Canberra Hospital and is supported by an administrative staff member. The unit has active clinical research and teaching programs. Canberra Hospital and Health Services is an established hub for clinical service delivery, medical education and research activities within the ACT and southern NSW region. It is the major teaching hospital of ANU Medical School and has well-developed postgraduate teaching programs, a state-of-the-art medical library and excellent opportunities for collaborative research. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$330,441.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Membership in good standing with the Australian Rheumatology Association. Fellowship of the Royal Australasian College of Physicians (FRACP) or equivalent specialist qualifications. Desirable: Experience in all aspects of Clinical Rheumatology, including use of biological treatments, musculoskeletal ultrasound and delivery of regional Rheumatology services. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This position is permanent part time at 8 hours per week.

Contact Officer: Dr Chandi Perera (02) 6244 2222 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Service
Surgery and Oral Health
Medical Staff**

Anaesthetists

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 40223)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Overview of the work area and position: The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Ophthalmology, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, specialist surgical ward areas, medical and nursing outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. The Department of Anaesthesia and Pain Management consists of 25 full and part time Staff Consultants and 33 Visiting Medical Officers. The Department provides a comprehensive range of clinical anaesthesia services for all surgical specialities including cardiothoracic, neurosurgery and paediatric surgery along with an active preadmission clinic, a post-anaesthesia care unit and an acute and chronic pain management service. The Department has a strong commitment to excellence, quality and safety in clinical care. The Department of Anaesthesia and Pain Management has a strong focus on education and offers a comprehensive rotational training scheme in anaesthesia and pain management. The Canberra Region Rotation Registrar Training Program is accredited for 4 Senior Registrars/Provisional Fellows and 27 Registrars. Applications are sought for cross territory appointments at both Canberra Hospital and Calvary Public Hospital Bruce. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Anaesthesia or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Jeremy Crane (02) 6244 3245 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Women, Youth and Children

WCH Operational

Director, Community Health Programs

Senior Officer Grade A \$137,415, Canberra (PN: 28424)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

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

in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Women, Youth and Children offers a range of inpatient, outpatient and community-based services. Acute services include maternity, paediatric and neonatal intensive care. Overview of the work area and position: Women, Youth and Children Community Health Programs deliver a range of community-based services to children, families and women. Most of these services are oriented towards primary health care: education and information designed to prevent poor health outcomes; early identification and referral; the delivery of public health programs including immunisation and screening. Some services offer targeted interventions including secondary assessment and therapeutic counselling. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team. This role is responsible for the overarching management of financial, human and material resources and the strategic leadership of the Community Health Programs.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) with the Australian Health Practitioner Regulation Agency (AHPRA) or, eligibility for membership of the appropriate professional organization; extensive leadership and management experience in the health care sector and a current driver's licence. 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 12 months. This position may be required to work, on occasions, outside of business hours.

Contact Officer: Elizabeth Chatham (02) 6174 7389 elizabeth.chatham@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Nurse Practitioner

Registered Nurse Level 4.2 \$122,486, Canberra (PN: 19393)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide 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' homes. These services include: Rehabilitation and Speciality Mental Health Services (RSMHS); Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service. The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. The Nurse Practitioner (NP) works collaboratively as part of the multidisciplinary Intensive Treatment Service to enhance access to comprehensive mental health assessment, treatment and clinical care to support older persons to be discharged from hospital and provides increased levels of support for older persons who are becoming unwell in the community with the aim of preventing unnecessary hospital admissions. This role will provide assessment, evidence based treatment and clinical management to people, within a recovery framework, facilitate group work and provide leadership and support to registered nurses, allied health professionals and allied health assistants. The role will also require the team member to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The Nurse Practitioner will report operationally to the Team Manager and professionally to the MAJHADS Director of Nursing.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) with no conditions or undertakings relating to unsatisfactory professional performance or unprofessional conduct; endorsed as a Nurse Practitioner with the Nursing and Midwifery Board of Australia (NMBA); successful completion of an NMBA approved program of study leading to endorsement as a nurse practitioner or a program that is substantially equivalent to an NMBA approved program of study leading to endorsement as a nurse practitioner as determined by the NMBA. 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: The successful candidate must be available to work within all program areas of Rehabilitation and Specialty Mental Health Services and all sub-teams of the Older Persons Mental Health Community Team as service needs arise.

Contact Officer: Kylie Henson (02) 6205 1962 kylie.henson@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Physiotherapist, Extended Scope (Musculoskeletal)

Health Professional Level 5 \$118,319 - \$133,197, Canberra (PN: 32648)

Gazetted: 12 July 2018

Closing Date: 2 August 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under operational line management of the Physiotherapy Manager the Physiotherapist will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. This involves clinical service delivery, and leadership and supervision of a team of physiotherapists, allied health assistants and students within a designated team. Clinical supervision and professional development is provided through inter-professional team structures, supervision support, credentialing, competency based assessments and professional development.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Physiotherapy; be registered (or eligible for registration) as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA); Post-graduate entry Master qualification in a relevant clinical field; completion of a recognised postgraduate qualification and advanced training in the relevant specialist area (e.g. graduate diploma in Extended Scope Physiotherapy or a substantial equivalent). A substantial equivalent post-graduate training pathway should include Radiology, Advanced Clinical Practice, Leadership, Research Methods and evidence based practice; minimum five years clinical experience post entry-level qualification and minimum three years' experience in the relevant specialist area. Desirable: Post-graduate education and training in Pharmacology and Injection Therapies. If legislative changes authorise Extended Scope (musculoskeletal) Physiotherapists to prescribe it will be

mandatory to complete education, training and credentialing within an agreed timeframe. 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: This position requires participation in a shift pattern of work and/or overtime roster. Part-time hours will be considered. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Margot Green (02) 6244 2154 margot.green@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult Mental Health Services

Registered Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 39851)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services 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; 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 undertake complex mental health assessments and work as a senior clinician within a multi-disciplinary team, providing high standard clinical skills and expertise 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); sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention; a minimum of three years paid post qualifying work experience in a related/relevant organisation/service. Desirable: Tertiary qualifications in nursing; post graduate mental health nursing qualifications. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: Please note this advertisement is for two positions. One is full-time and the other is part-time. Selection may be based on written applications and referees only. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

Canberra Hospital and Health Services

Critical Care

Research and Service Development Unit

RSDU Project Officer

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 27030)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Level 3 Project Officer is responsible for providing leadership and coordination of clinical and operational based projects implemented across the Division of Critical Care. The position requires sound interpersonal and written communication skills and a demonstrated ability to think critically and problem solve. The position is responsible for individual short and longer-term projects and as well as required to work collaboratively with other members of the team in completing joint projects. Mentoring and support to the wider team and the Division around service development projects is an important part of this role and undertaken with broad guidance of the Director RSDU.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post graduate qualifications in Nursing, Project Management and/or Masters level qualification; proven experience in Service Development and/or Quality Improvement projects. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Narelle Aldridge (02) 6244 4147 narelle.aldridge@act.gov.au

Canberra Hospital and Health Services

Mental Health Justice Health Alcohol and Drug Services

Adult and Community Mental Health Services

Clinical Manager

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 28859)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and position: The nursing position/s are based in the City Mental Health Team and Belconnen Mental Health Team, both of which are multidisciplinary teams that are part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsivity and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce

administrative burden on staff and promote more direct clinical contact; provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing high quality clinical interventions and care, and to achieve of positive outcomes for people. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Providing supervision to staff at the Registered Nurse 1 and 2 Levels as well as students is a key part of the role. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

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

Notes: There are two positions available, one is permanent and one is temporary available for two months with the possibility of extension.

Contact Officer: Zoe Pope 0466 518 813 zoe.pope@act.gov.au

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

Registered Nurse - Complex Care

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 22594, several)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. This new hospital, the University of Canberra Public Hospital (UCPH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: The Community Care Program (CCP) Community Nursing Service delivers a range of health care community-based technical nursing services to residents of the ACT. These services include direct nursing care from new born and aged through to end of life in the areas of wound, continence, stoma, post-acute support and palliative care. This

position is responsible for providing high level knowledge, skills and support for staff and patients that are patient centred in the area of complex care management in the primary health care setting.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and must hold a current drivers licence. Desirable: Experience as a Registered Nurse in the community setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Wendy Woodman (02) 6205 2717 wendy.woodman@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Physiotherapy

Advanced Practice Physiotherapist (Musculoskeletal)

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 40822)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for CHHS is to ensure the delivery of ACT Health's Territory Wides Services Framework, the ACT Health Quality Strategy and government priorities. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. The Advanced Practice Physiotherapy position/s will support the delivery of extended hours of service provision in the Emergency Department as part of the advanced practice and extended scope physiotherapy workforce. This team also currently provides physiotherapy services into Orthopaedics. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and professional development opportunities.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered (or eligible for registration) as a Physiotherapist with the Australian Health Practitioner Regulation Agency (AHPRA); Post-Graduate Masters level qualification in relevant clinical field; agreement to complete the Advanced Practice Training programme including mandated external coursework within two years. Desirable: Previous emergency department and/or orthopaedic screening clinic experience; minimum of five years clinical experience post entry level qualifications; minimum of three years' experience in relevant specialist area; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: The successful candidate will be eligible for appointment to a permanent Health Professional Level 4 (HP4) Advanced Physiotherapist position on evidence of completion of an Advanced Practice Musculoskeletal Training Program. You will be required to participate in a shift, overtime and/or restricted on-call roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Margot Green (02) 6244 3878 margot.green@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Clinical Record Service

Clinical Coding and Casemix Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 29585)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks; e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services); Pharmacy. The Clinical Record Service is part of the Clinical Support Services Branch and is primarily responsible for managing ACT Health's centralised clinical records and completing all inpatient clinical coding. Clinical coding is an essential function for ACT Health to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. Under broad direction, the Clinical Coding and Casemix Manager is responsible for managing all aspects of the Clinical Coding section, including the Clinical Documentation Specialist Pilot Program, Eligibility/Other Requirements: Mandatory: Tertiary qualification in Health Information Management (or equivalent); eligibility for full membership of the Health Information Management Association of Australia. Desirable: Minimum five years recent clinical coding and coding management experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Sharon Gibbons (02) 6244 3243 sharon.gibbons@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Forensic Mental Health Services – Court Assessment

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 13479)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC) and FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carer's and other key services. At this level it is expected that you will provide, under limited

supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for general registration with Psychology Board of Australia. Minimum of three years (ideal five years) post qualification. Desirable: Current driver's licence. Please note prior to commencement successful candidates will be required to: Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation. Undergo a pre-employment Police check. Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Allied Health Central Management

Health Professional - Discipline Principal of Psychology

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 25829)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services, and Rehabilitation and Specialty Mental Health Services. Overview of the work area and position: The Office of the Director of Allied Health, MHJHADS provides strategic leadership, professional governance and advocacy for Allied Health in MHJHADS. The Discipline Principal of Psychology position reports to the Director of Allied Health, MHJHADS. The successful candidate will monitor and maintain psychology professional standards for MHJHADS, provide strategic input on psychology specific matters, advocate on behalf of the psychology profession in general, and provide timely advice regarding workforce issues consistent with ACT Health, MHJHADS and Psychology Board of Australia policies, procedures and standards. They will have high level knowledge, expertise and skills in the provision of psychological services and will be expected to apply this knowledge both to discipline specific and broader allied health matters across MHJHADS. In addition, the successful applicant will be expected to demonstrate a well-developed understanding of quality and safety systems and a commitment to meeting standards and managing job demand. The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the Psychology Board of Australia Code of Ethics.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for general registration with the Psychology Board of Australia; hold an Area of Practice Endorsement; minimum five years' experience in psychology practice; approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns, registrars, and/or Higher Degree Students. Prior to commencement successful candidates will be required to: Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals, comply with ACT Health occupational screening requirements related to immunisation, and undergo a pre-employment Police check.

Note: This is a permanent part-time position working 7.35 hours per week, the full-time salary noted above will be paid pro rata. Selection may be based on written application and referee report only.

Contact Officer: Sarah Miller (02) 6205 4808 sarah.miller@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Justice Health Services

Clinical Leader - Forensic Mental Health Services

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 33369)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

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

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia: eligibility for professional membership of Occupational Therapy Australia and a minimum of three years (ideal five years) post qualification. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia and a minimum of three years (ideal five years) post qualification. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); Registration under the *ACT Working with Vulnerable People Act 2011* and a minimum of three years (ideal five years) post qualification. For Nursing: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (APHRA); eligibility for membership of the appropriate professional organisations and a minimum of three years (ideal five years) post qualification. Desirable: Current driver's licence. Prior to commencement successful candidates will be required to comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; comply with ACT Health occupational screening requirements related to immunisation and undergo a pre-employment Police check.

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

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care

Community Care Occupational Therapy Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 22027)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

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

Health Quality Strategy and government priorities. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's 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. Overview of the work area and position: Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. We pride ourselves on our continual drive for high quality patient care. The manager is responsible for overseeing and achieving efficient and effective patient centred services, staffing and resource management. In this role you will be part of a friendly and engaging interprofessional management team. This full time leadership role is a great opportunity for an experienced senior clinician to stretch themselves and explore their passion for health service management.

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

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

Contact Officer: Kerryn Maher (02) 6205 2163 kerryn.maher@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support CACHS Medical Radiation Therapist Grade 3.1 - Radiation Oncology Radiation Therapist Grade 3.1 \$95,549 - \$98,673, Canberra (PN: 29035)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

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

in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: 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; unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia and an ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes. Highly Desirable: Extensive experience in a clinical speciality area such stereotactic radiosurgery, brachytherapy or similar. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Comply with ACT Health credentialing requirements for allied health. 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.

Contact Officer: Sarah Mogford (02) 6244 2284 sarah.f.mogford@act.gov.au

Quality, Governance and Risk

People and Culture

Staff Development

Clinical Development Nurse (Transition to Practice Program)

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 40832)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. People and Culture provides Human Resources (HR) services directly and through partnership with ACT Government Shared Services. The services provided range from recruitment, employee relations, workplace health, workforce policy and planning, and training and education. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with government and non-government service providers to ensure the best possible outcomes for staff. The Division delivers services at a number of locations. These services include: Executive Office, industrial relations, workforce innovation and projects; Organisational Development-leadership and cultural education and training; Workforce Policy and Planning, National briefings and workforce data; Employment Services – Investigations, employee relations and inclusion; Staff Development Unit, - orientation, manual tasks, transition to practice programs, e-learning, learning management system, reporting, work experience, life support programs and clinical education programs. Overview of the work area and position: Staff Development Unit (SDU) reports to the Executive Director People and Culture Corporate. SDU is a Registered Training Organisation, located on the Canberra Hospital Campus and provides a key coordination role for Learning and Development (LD) in ACT Health. SDU provides education and training for clinical, technical, vocational and administrative staff in a broad range of learning and development programs which are based on the needs of the organisation as well as valuing the needs of staff. This position reports to the Director of Staff Development Unit. The ACT Health Transition to Practice Program (TTPP) for Registered Nurses is a 12 month structured program designed to provide a smooth transition into the workforce via a thorough orientation schedule, clinical and professional support, feedback and guidance during the first year of transition from a nursing student to a Registered Nurse (RN). This program is facilitated by SDU. TTPP Clinical Development Nurse' (CDN) provide one on one bedside teaching, clinical support, ongoing evaluation and feedback for graduate Nurses across a diversity of clinical areas within ACT Health – Canberra Hospital and Health Services. The Registered Nurse Level 2 is expected to have a demonstrated competence in advanced nursing practice, provide guidance to less experienced nursing staff. The Registered Nurse Level 2 is seen by the Organisation as a source of expert nursing knowledge, skills and attributes. The Registered Nurse Level 2

must demonstrate a higher level of skill and the ability to perform a more demanding role covering the domains; clinical care, leadership, education, safety and communication.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); holds or working towards nationally recognized vocational competency units in competency assessment and work-based training, or tertiary units in clinical teaching and assessment.

Desirable: Post graduate qualifications in Nursing or Clinical Education; current clinical experience as a CDN; previous experience as a TTPP CDN is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Elizabeth Renton (02) 6174 7057 elizabeth.renton@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager - City Mental Health Team

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 19015)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol & Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. **Overview of the work area and position:** The temporary nursing position is based in the City Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; Provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Prior to commencement

successful candidates will be required to comply with ACT Health occupational screening requirements related to immunisation; have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

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

Contact Officer: Zoe Pope 0466 518 813 zoe.pope@act.gov.au

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

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 39502)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of work area and position: The Forensic Mental Health Service (FMHS) is a specialist mental health assessment and treatment service for consumers who have a history of, are currently involved with, or are at high risk of becoming involved with, the criminal justice system. FMHS provides mental health care across the lifespan and across a range of settings, including a centralised community health facility, youth and adult custodial facilities, off campus community outreach and court settings. FMHS is one united service with four distinguishable yet integrated service components as follows: FMHS Community; FMHS Court Assessment and Liaison (FCAL); FMHS Bimberi Youth Justice Centre (FMHS BYJC); FMHS at Alexander Maconochie Centre (FMHS AMC). The service aims to provide collaborative care involving the consumer, their carer's and other key services. At this level it is expected that you will provide, under limited supervision, high quality care to achieve sound outcomes for consumers across the lifespan and in a variety of settings. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. Clinicians working with FMHS will be supported via structured clinical supervision, a collaborative and multidisciplinary team environment and through professional development. Professional development will be provided with regards to forensic frameworks, psychometrics and therapeutic interventions. Clinicians may be provided with the opportunity to undertake specialist tasks such as forensic risk consultations, court assessments and therapeutic interventions including addressing criminogenic factors. Clinicians are employed by FMHS and will therefore be skilled across the distinct areas within the service. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); relevant experience in the area of Mental Health; current driver's licence. Desirable: Tertiary qualifications in Nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).. Notes: Selection may be based on written application and referee reports only. Contact Officer: Jaime Bingham (02) 6205 1551 jaime.bingham@act.gov.au

Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Adult Mental Health Unit

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 14111 (expected vacancy))

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 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: 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 carer's and other key services. Mental Health Short Stay Unit (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 Registered Nurse Level 1 (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); 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. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Kelly Chase (02) 6174 5452 kelly.r.chase@act.gov.au

Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Adult Community Mental Health Services
Clinical Manager

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 30638)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, 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. The participation of the people who use the service, including 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 (ACMHS); Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and position: The allied health temporary position is based in the Woden Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsivity and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing

assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional 1 and 2 Levels as well as students. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; minimum of three years (ideal five years) post qualification. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; minimum of three years (ideal five years) post qualification. Highly Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. For Social Work: Degree in Social Work; professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW); registration under the ACT *Working with Vulnerable People Act 2011*; minimum of three years (ideal five years) post qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Mathew Hunstone (02) 6205 1478 mathew.hunstone@act.gov.au

Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Canberra Hospital and Health Services Medical
Radiation Therapist - Radiation Oncology
Radiation Therapist Grade 2 \$64,391 - \$88,998, Canberra (PN: 17874)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

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

Overview of the work area and position: 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; unconditional registration as a Radiation Therapy Practitioner with the AHPRA Medical Radiation Practice Board of Australia and an ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check; Comply with ACT Health credentialing requirements for allied health: If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health

professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Sarah Mogford or Brett Fittler 6244 2284 or 6244 2218 sarah.f.mogford@act.gov.au or brett.fittler@act.gov.au

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

GP and Practice Education Officer

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 40719)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: BreastScreen ACT is part of the BreastScreen Australia screening program. The Service offers free breast screening to women aged 40 years and over living in the ACT. The Program has a target age group of women between 50 and 74 years. BreastScreen ACT provides screening at three sites located in the Canberra city, Phillip and Belconnen Health Centres. All administrative support and assessments clinics are carried out in the Canberra city clinic. Under general direction, the GP and Practice Education Officer is responsible for delivering outreach education strategies, maintaining stakeholder relationships to increase participation and undertaking planned activities to engage GPs and Practice Nurses to recommend routine breast screening. This role also includes monitoring and evaluating functions and resource development. The Promotions and Quality team provide a key role in recruiting women and engaging stakeholders to encourage screening participation at BreastScreen ACT. BreastScreen ACT is seeking a suitably experienced and enthusiastic person with excellent communication and organisational skills to join the BreastScreen team. The BreastScreen Program offers free breast screening to women over 40 years in the ACT. This position is part of a promotions team with a key role in encouraging screening participation at BreastScreen ACT. The position is responsible for delivering outreach education strategies, maintaining stakeholder relationships to increase participation and undertaking planned activities to encourage GPs and Practice Nurses to recommend routine breast screening. The role also involves coordinating educational events, contributing to developing resources and monitoring and evaluating strategies. The successful applicant must be self-motivated, have excellent organisational and communication skills, be able to demonstrate initiative, and be available to work flexible hours including outside business hours.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Experience in maintain effective professional relationships. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of three years until 30 June 2021. This is a part-time permanent position available at 8:00 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Christy Fox (02) 6205 1917 christy.fox@act.gov.au

Canberra Hospital and Health Services

Clinical Record Service

Clinical Support Services

Clinical Coder \$63,045 - \$78,150, Canberra (PN: 21427)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

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

hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services); and Pharmacy. The Clinical Record Service is part of the Clinical Support Services Branch and is primarily responsible for managing ACT Health's centralised clinical records and completing all inpatient clinical coding. Clinical coding is an essential function for ACT Health to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. Under general direction you will be responsible for the timely and accurate coding of inpatient records. This will involve abstracting relevant information on-line from scanned clinical records and other associated clinical information systems and assigning complete and accurate codes in accordance with established coding procedures and standards. You will play a key role in determining appropriate DRG allocation, optimising coding throughput, ensuring targets and key performance indicators are met and participating in routine coding quality improvement activities.

Eligibility/Other Requirements: Mandatory: Completion of an approved Health Information Management Association of Australia (HIMAA) clinical coding certificate course or equivalent. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Dianne Ramadan (02) 6244 3242 dianne.s.ramadan@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 19711)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity 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 people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The allied health temporary position is based in the City Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Allied health staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care (MoC) which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to:

Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions. Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact. Provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory Qualifications: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia. Eligibility for professional membership of Occupational Therapy Australia. Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia. Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. For Social Work: Degree in Social Work. Professional membership or eligibility for professional membership of the Australian Association of Social Workers (AASW). Registration under the *Working with Vulnerable People Act 2011*. Applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service. Current driver's licence. Please note prior to commencement successful candidates will be required to: Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Comply with ACT Health occupational screening requirements related to immunisation. Current registration issued under the *Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.
Contact Officer: Zoe Pope 0466518813 zoe.pope@act.gov.au

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

Occupational Therapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 25909, several)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for CHHS is to ensure the delivery of ACT Health's Territory Wides Services Framework, the ACT Health Quality Strategy and government priorities. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The

University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's 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. Overview of the work area and position: Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. The service provides assessment and intervention relating to assistive technology and home modifications for patients aged 18+ years. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Community Care Occupational Therapy also provides services for the National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. The Occupational Therapist role is responsible for the provision of high quality Occupational Therapy services, clinical assessments and interventions to the ACT community. Promoting positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Be registered or eligible for registration as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Desirable: Previous experience as an Occupational Therapist within a Community setting. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several positions available that are permanent, full-time, temporary and part-time and the full-time salary noted above will be paid pro-rata. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Katherine Rae (02) 6205 1487 katherine.rae@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Health Professional - Speech Pathologist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 28692, several)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Acute Support Speech Pathology provides tertiary level services to eligible inpatients and outpatients of Canberra Hospital and Health Services. Services include specialist assessment and management of a range of acute communication and swallowing disorders. Acute Support Speech Pathology delivers excellent clinical services and teaching programs. We have a commitment to innovation and quality improvement and deliver clinical education programs to staff and students. Overview of the work area and position: Acute Support Speech Pathology provides expert speech pathology services to a range of eligible inpatient and outpatients at Canberra Hospital and Health Services. Eligible patients include any patient admitted to an acute ward with acute communication and/or swallowing disorders. Specialist outpatient services are provided to adults with voice disorders, adults and paediatrics with swallowing disorders due to an underlying medical condition, children born with cleft lip and/or palate, adults with head and neck cancer/trauma. This position will be responsible for delivery of clinical speech pathology services to an assigned adult and/or paediatric caseload and contribution to an active teaching and quality improvement program with strong professional support.

Eligibility/Other Requirements: A Degree in Speech Pathology from a recognised tertiary institution; eligibility for practicing membership of Speech Pathology Australia; eligibility to hold a current driver's licence and be registered under the *Working for Vulnerable People Act 2011*. Comply with ACT Health credentialing requirements for allied health professionals: 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. Prior to commencement successful candidates will be required to undergo a pre-employment National Criminal Record check and obtain clearance from the OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Note: Please note there are multiple temporary Health Professional 2 positions (part-time and full-time) currently available in the Acute Speech Pathology team. Successful applicants will be offered positions based on an order of merit. Available positions include: Full-time 30/7/18-31/8/18; Part-time (0.5FTE) 1/9/19-15/2/18; and Full-time 1/9/18-15/2/18. Positions may be extended at same, reduced or increased hours depending on availability. Job share may be considered. The full-time salary noted above will be paid pro rata for part-time hours.

Contact Officer: Tim Tooke (02) 6244 2230 tim.tooke@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Administrative Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40524, several)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people and families and carers involved in our service is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The current position/s is based in Adult Community Mental Health Services (ACMHS), a community based program that provides mental health services for people aged over 18 years. Services operate primarily from the five Community Health Centres in the ACT - Gungahlin, Belconnen, City, Phillip, and Tuggeranong. The program is in the final stages of implementing a new model of care which will improve the responsivity and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions. Clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact. Provide optimal treatment for people in their homes and community as effective hospital diversion. The position/s report to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services. Eligibility/Other Requirements: Prior to commencement successful candidates will be required to: comply with ACT Health occupational screening requirements related to immunisation and undergo a pre-employment Police check.

Contact Officer: Zoe Pope 0466 518 813 zoe.pope@act.gov.au

Deputy Director General Corporate

Business Support

Business Support and Development

Sterilising Technical Officer

Sterilising Services Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 29413)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. Business Support Services (BSS) is responsible for the provision of a range of facilities and client support services to all of ACT Health acute and non-acute sites across the ACT. BSS delivers a diverse range of critical services including food services and sterilising services, complex contract management, procurement, supply chain and providing safe and clean health facilities spanning across several campuses including the Canberra Hospital campus, Community Health Centres, Mitchell and Calvary Hospital. Overview of the work area and position: ACT Health Sterilising Services provides sterilising services to Canberra Hospital and Health Services, private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of reusable medical devices. Sterilising Services provides reprocessing of reusable medical devices, purchasing, instrument repairs and maintenance. Sterilising Services is organised into the following functional areas: Mitchell Sterilising Services, including management and administration. Pre-Rinse Sterilising Unit (PRSU) at Canberra Hospital and Health Services. Pre-Rinse Sterilising Unit (PRSU) at Calvary Health Care. Central Reprocessing Unit at the Gastroenterology and Hepatology unit at the Canberra Hospital. Under the direction of the Assistant Managers the Sterilising Technical Officer is responsible for the effective management of Sterilising Services (SS) rostering and in consultation with management, lead the team in the day to day operations of production areas to reprocess Reusable Medical Devices (RMDs) in accordance with operational requirements and ACT Health policy and procedures. The Sterilising Technical Officer is also required to effectively respond to customer enquiries, contribute to the Quality Management System, assist loan set Company Representatives in the introduction of new sets to other staff of Sterilising Services. This position involves participating in a rotating roster. The rotating shift roster may require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, CH including CRU and CBPH). Eligibility/Other Requirements: Desirable: Certificate III in Sterilisation Services (HLT37015). Previous experience working in a sterilising services department including sound knowledge of AS/NZS 4187:2014 and relevant standards. Current driver's licence. 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. Contact Officer: Jacqueline Williams (02) 6213 3296 jacqueline.williams@act.gov.au

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

Occupational Therapist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 24498)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

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

providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Occupational Therapists are responsible for providing day to day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes. Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians and other Allied Health Assistants.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Occupational Therapy; registered (or eligible for registration) with the Occupational Therapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA) and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: There are several temporary positions available for a period of six months with the possibility of extension. The successful applicant may be required to participate in overtime, on call and/or rotation roster. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Canberra Hospital and Health Services

Medicine

Gastroenterology and Hepatology Unit

Enrolled Nurse - Gastroenterology and Hepatology Unit

Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 32033)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Gastroenterology and Hepatology Unit (GEHU) is based at The Canberra Hospital campus and provides the following endoscopic services for both inpatients and outpatients: Gastroscopy; Colonoscopy; Bronchoscopy; Endoscopic ultrasound; and Ano-rectal manometry services. The unit performs approximately 6000 procedures per year. The GEHU performs approximately 10,000 occasions of service per year and provides an outpatient clinical service for patients with either inflammatory bowel disease (IBD), hepatological or general gastrointestinal conditions. The enrolled nurse reports to the Gastroenterology and Hepatology Clinical Nurse Consultant and is responsible for facilitating, contributing and supporting the delivery of best practice nursing care to patients of the GEHU.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Sharon Chambers (02) 6244 3488 sharon.chambers@act.gov.au

Corporate

Business Support

Business Support and Development

Sterilising Services Technical Officer Level 1

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 29385)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services; and Strategic Finance. Business Support Services (BSS) is responsible for the provision of a range of facilities and client support services to all of ACT Health acute and non-acute sites across the ACT. BSS delivers a diverse range of critical services including food services and sterilising services, complex contract management, procurement, supply chain and providing safe and clean health facilities spanning across several campuses including the Canberra Hospital campus, Community Health Centres, Mitchell and Calvary Hospital. Overview of the work area and position: ACT Health Sterilising Services provides sterilising services to Canberra Hospital and Health Services, private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of reusable medical devices. Sterilising Services provides reprocessing of reusable medical devices, purchasing, instrument repairs and maintenance. Sterilising Services is organised into the following functional areas: Mitchell Sterilising Services, including management and administration; Pre-Rinse Sterilising Unit (PRSU) at Canberra Hospital and Health Services; Pre-Rinse Sterilising Unit (PRSU) at Calvary Health Care; Central Reprocessing Unit at the Gastroenterology and Hepatology unit at the Canberra Hospital. Under the direction of the Sterilising Services Team Leader, the Technical Officers are responsible for the processing of Reusable Medical Devices (RMDs) in accordance with operational requirements in addition to AS/NZS 4187:2014, Infection Control guidelines, the Quality Management System, WorkPlace Safety (WPS) and ACT Health policy and procedures. The Technical Officer role assists with responding to customer enquiries, contributes to the Quality Management System, assists loan set company representatives in the introduction of new sets to other staff within Sterilising Services. Technical Officers are required to participate in a 24/7 rotating shift roster, including after-hours and public holiday work. The rotating shift roster may require the employee to work across all Sterilising Services sites including those based at Mitchell, the Canberra Hospital and Calvary Bruce Public Hospital.

Eligibility/Other Requirements: Mandatory: Previous experience working in a sterilising services department including sound knowledge of AS/NZS 4187:2014 and relevant standards. Desirable: Certificate III (or equivalent) in Sterilisation Services, or the willingness to undertake; a driver's 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).

Contact Officer: Jacqueline Williams (02) 6213 3296 jacqueline.williams@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Women Youth and Children Community Health Programs

Central Admin

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 31309)

Gazetted: 12 July 2018

Closing Date: 19 July 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services

Framework. 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. A part of the Division of Women Youth and Children, the Central Regional Team provides a variety of services for children and young people in the ACT. This includes; the School Youth Health Nurse program, Audiometry Nurse Service, Asthma Nurse Educator Service, Healthcare Access At School (HAAS) the School Immunisation Program and the Kindergarten Health Check. Overview of the work area and position: The Administrative Services Officer Level 2 (ASO2) position provides administrative support to enable the smooth running of the Central Regional Team. Most work will involve your working with the School Health Team who deliver the national immunisation program of vaccines to students in year 7 and complete the Kindergarten health check. You will be an important part of the team to ensure the smooth delivery of both these programs and you will be well supported in the role by the Administrative Services Officer Level 3 (ASO3), Kindergarten Health Check coordinator and Immunisation Coordinator as well as the Central Team Manager and Clinical Nurse Consultant.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Ability to type with speed and efficiency within guidelines; experience in Microsoft applications; in particular Excel, Word and Outlook. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of twelve months with the possibility of extension. This is a part-time permanent position available at 22:05 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Melissa Warylo (02) 6174 7491 melissa.warylo@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Division of Medicine Casual Pool Administrative Officer

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: C10609, several)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

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

casual member of staff, it is expected that you will be available to work at weekends and on public holidays when required and will be able to attend work at very short notice.

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

Contact Officer: Robin Trotman (02) 6244 2063 robin.trotman@act.gov.au

Corporate

Business Support

Logistics Support

Casual Health Services Officer

Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: C06451, several)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. This includes the provision of financial and business support services, and maintaining physical and technological infrastructure for the ACT's public hospitals and health services. The Corporate Division consists of the following Branches: Digital Solutions; Business Support Services; Finance and Health Infrastructure Services. 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. Under the direction of the Stores Supervisor, the Stores Person role is responsible assisting with Stores Management practices within ACT Health Supply Services, including (but not limited to) issues, reports, picking and stock-taking, in a large and busy warehouse environment operating in a computerised purchasing and inventory control system.

Eligibility/Other Requirements: Desirable: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: There are several casual positions are engaged on an as-required basis according to business needs.

Monday to Friday 7:30-4pm availability is required for application to this position. This position is required to rotate between the Supply Services Warehouse, Mitchell and Canberra Hospital. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Melanie Whiteley (02) 6207 8385 melanie.whiteley@act.gov.au

Corporate

Business Support and Development

Business Support Services

Health Service Officer - Sterilising Services

Health Service Officer Level 3/4 \$48,385 - \$51,869, Canberra (PN: 06706, several)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Health Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Bruce Public Hospital (CBPH)

and private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMD). SS provides reprocessing of RMDs, purchasing, instrument repairs and maintenance. SS is organised into the following functional areas: SS at Mitchell, including management and administration; Pre-Rinse Sterilising Unit (PRSU) at CH; Pre-Rinse Sterilising Unit (PRSU) at CBPH; and Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH. Under supervision, the Sterilising Services Technician will reprocess Reusable Medical Devices (RMD) in accordance with operational requirements, AS/NZ 4187:2014, GENCA guideline, Infection Control guidelines, the Quality Management System, Work Place Safety (WPS) and ACT Health policy and procedures.

Eligibility/Other Requirements: Current Class C or above driver's licence is mandatory. Desirable: Experience working in a Sterilising Services Department is preferred; and Certificate III in Sterilisation Services and/or the willingness to undertake (HLT37015). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: These are casual broadband positions. These positions involve participating in a rotating roster. The rotating shift roster may require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, CH including CRU and CBPH). Employees will commence at the HSO 3/4 base salary point and will then move through the salary points contained in the pay classification HSO 3/4 broadband when they: have met all the elements of their development plan; and have generally performed the competencies at that level for a period of 12 months. The ability to work as a positive team member and work independently with a willingness to work flexible hours, including shift work, public holidays, occasional solo night shifts and weekend rosters is required

Contact Officer: Jacqueline Williams (02) 6213 3296 jacqueline.williams@act.gov.au

Deputy Director General Corporate

Business Support

Business Support and Development

Sterilising Services Health Services Officer

Sterilising Services Health Service Officer Level 3/4 \$48,385 - \$51,869, Canberra (PN: 29375)

Gazetted: 12 July 2018

Closing Date: 26 July 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Health Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Bruce Public Hospital (CBPH) and private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMD). SS provides reprocessing of RMDs, purchasing, instrument repairs and maintenance. SS is organised into the following functional areas: SS at Mitchell, including management and administration; Pre-Rinse Sterilising Unit (PRSU) at CH; Pre-Rinse Sterilising Unit (PRSU) at CBPH and Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH. Under supervision, the Sterilising Services Technician will reprocess Reusable Medical Devices (RMD) in accordance with operational requirements, AS/NZ 4187:2014, GENCA guideline, Infection Control guidelines, the Quality Management System, Work Place Safety (WPS) and ACT Health policy and procedures.

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

Desirable: Experience working in a Sterilising Services Department is preferred. Certificate III in Sterilisation Services and/or the willingness to undertake (HLT37015). Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This position involves participating in a rotating roster. The rotating shift roster may require the employee to work within a 24 hour/7 days per week period across all Sterilising Services' sites (Mitchell, CH including CRU and CBPH). Employees will commence at the Health Service Officer 3/4 base salary point and will then move through the salary points contained in the pay classification Health Service Officer 3/4 broadband when they: have met all the elements of their development plan; and have generally performed the competencies at that level for a period of 12 months. The ability to work as a positive team member and work independently with a willingness to work flexible hours, including shift work, public holidays, occasional solo night shifts and weekend rosters is required.

Contact Officer: Jacqueline Williams (02) 6213 3296 jacqueline.williams@act.gov.au

Justice and Community Safety

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

Legislation, Policy and Program

Restorative Justice Unit

Restorative Engagement Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 42987)

Gazetted: 06 July 2018

Closing Date: 20 July 2018

Details: Restorative practices are those underpinned by principles and values of respect, inclusiveness, fairness, participation and self-determination. The Canberra Restorative Communities Network (RCN) is made up of diverse citizens across Canberra who are interested in the application of restorative practices. The core interest of the RCN is to explore possibilities for institutions, agencies, workplaces and schools to implement restorative practices in ways that nurture positive human interaction promoting healthy relationships, empowering creative shared responses to challenges and delivering sustained improved outcomes for all. An energetic and creative person is sought to fill the pivotal role of Restorative Engagement Officer. The ideal applicant for this full time position will have excellent communication and consultation skills and an ability to relate to a diverse stakeholder group. The successful applicant would support the planning and managing of the Canberra Restorative Community Network (RCN) workshop events and the provision of relevant restorative resource information and tools to interested parties. This person would have excellent stakeholder engagement and event management skills, the ability to compose high level reports following workshops to summarise and identify key issues and suggestions from the community. This person will provide regular ministerial updates about the progress of RCN activities. This person would also report on and evaluate the achievements of the RCN as well as monitor the delivery of agreed outcome milestones of the 'Restorative City Project'. Other duties would include the provision of secretariat support to the RCN committee.

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

Note: This is a temporary position available until 28 June 2019 with the possibility of extension.

Contact Officer: Amanda Lutz (02) 6207 0041 amanda.lutz@act.gov.au

ACT Corrective Services

Custodial Operations

Offender Services

AMC Case Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11556)

Gazetted: 06 July 2018

Closing Date: 20 July 2018

Details: ACT Corrective Services (ACTCS) is seeking applications from highly motivated and experienced people to join the Offender Services and Corrections Programs Unit as an Alexander Maconochie Centre (AMC) Case Manager. The successful applicant will deliver case management for detainees within the AMC, with a view to identifying and reducing risk while supporting rehabilitation and community integration on release from custody. You will also be required to coordinate, administer and manage reception, screening and induction processes and programs. In addition, you will assist, administer and participate in multi-disciplinary meetings on the development of individual case plans and program pathways, and the monitoring and reviewing of progress made by individual detainees. To be successful you will be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in developing, implementing and monitoring individualised case plans. You will also be able to demonstrate a capacity for developing useful relationships with detainees to enable the accurate identification of risks and needs.

Eligibility/Other Requirements: Experience in working with offenders is highly desirable; eligible candidates will be required to undergo a criminal history check; applicants may be required to undertake psychological aptitude

testing as part of the assessment process. Prior to commencing this role, a current driver's licence and 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.

Notes: 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 (one should be a current Supervisor/Manager); and a copy of your current driver's licence. Please ensure you submit all five items

Contact Officer: Sally Fitzmaurice (02) 6205 4890 sally.fitzmaurice@act.gov.au

ACT Corrective Services

Community Based Corrections

Offender Services

Programs Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37152)

Gazetted: 05 July 2018

Closing Date: 19 July 2018

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals to join the Offender Services and Corrections Programs Unit as a Corrections Programs Officer, within the Alexander Maconochie Centre (AMC). The successful applicant will deliver therapeutic and psycho educational programs to detainees in the AMC 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. In addition, you will provide professional advice, input and support in relation to all aspects of program planning and delivery. 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 and a current driver's licence is essential. The successful candidate may have the opportunity to perform some weekend work. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

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

How to Apply: Applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current Curriculum Vitae; (4) the names and contact details of two referees; and (5) 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: Catherine Garrington (02) 6207 0784 catherine.garrington@act.gov.au

Corporate

Governance

Ministerial Services Unit

Delegations, Ministerial and Cabinet Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37930)

Gazetted: 06 July 2018

Closing Date: 20 July 2018

Details: The Justice and Community Safety Directorate, Ministerial Support Unit (MSU) is seeking a highly motivated, organised and energetic team member who has proven skills in managing government processes, stakeholder engagement, project management and an ability to work to tight time frames. This is an excellent opportunity for the right applicant to establish and maintain Director-General and Ministerial delegations, undertake cabinet and ministerial processes and provide support on an as needs basis as a Directorate Liaison Officer. If you enjoy a fast pace and energetic work life, this job may be for you.

Eligibility/Other Requirements: An understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes would be an advantage; ability to manage sensitive and classified information in accordance with the Protective Security Policy Framework (PSPF) and legal and Project Management qualifications are desirable.

Contact Officer: Karen Schofield (02) 6205 4775 karen.schofield@act.gov.au

Legislation, Policy and Programs

Restorative Justice Unit

Operational Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36494)

Gazetted: 05 July 2018

Closing Date: 19 July 2018

Details: Restorative Justice is a process whereby parties with a stake in a specific offence collectively resolve how to deal with the aftermath of the offence and its implications for the future. In the ACT, the *Crimes (Restorative Justice) Act 2004* sets out the principles and goals that guide restorative justice processes in ways that promote safe and satisfying conferencing for people affected by crime. The ACT's Restorative Justice Unit (RJU) is the dedicated government agency responsible for receiving referrals from legislated criminal justice referring entities, assisting the voluntary personal involvement of the people affected by crime (victims, offenders and their families and communities) to provide a social context for creative justice-needs related solutions. An energetic and conscientious person is sought to fill the role of Operational Support Officer. The ideal applicants for these part-time (2 days per week) positions will have excellent communication skills and an ability to relate to a diverse client group. The successful applicants in this position needs to have a sound level of computer technology skills to support the management of the RJU database; provide accurate statistics reporting functions; liaise with the ACT Courts to provide information to referring entities and clients to facilitate the referral of individuals to the Unit.

Eligibility/Other Requirements: A good level of emotional intelligence, experience and or qualifications in the criminal justice field and a good knowledge of the issues and needs of victims and offenders is desirable.

Applicants must have a strong empathy and understanding of the impacts on clients exposed to trauma and violence. 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: These are temporary positions available from 21 July 2018 until the 28 February 2019 with the possibility of extension and/or permanency. These positions are part-time at 14:42 hours per week and the full-time salary noted above will be paid pro-rata. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Tracey Lloyd (02) 6207 0505 tracey.lloyd@act.gov.au

ACT Courts and Tribunal

Registry Operations

Court Services- Supreme Court

Supreme Court Listing Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 42350)

Gazetted: 05 July 2018

Closing Date: 12 July 2018

Details: The ACT Courts and Tribunal is seeking a highly organised, self-motivated and professional person to perform the role of Supreme Court Listing Support Officer. The duties of the position include preparing and maintaining the court lists for the hearing of matters before the Supreme Court; liaising with legal practitioners and parties; preparing and maintaining statistics; assisting with secretariat support for the Legal Practitioners Admissions Board and advising applicants on admission procedures. This is a varied and dynamic role ideally suited

to a highly proactive and adaptable individual. The successful applicant will possess a high level of organisational skill and ability, an understanding of the legal system, has an eye for detail and is adept at meeting tight deadlines in a busy work environment. The role requires highly developed communication and interpersonal skills and the ability to maintain confidentiality and discretion.

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

How to Apply: Applicants are required to submit a Curriculum Vitae (CV), provide contact details of two referees (preferably including your current supervisor) and an application (maximum two pages) addressing the selection criteria. When addressing the selection criteria, please highlight relevant skills, experience and any specific examples or achievements that will demonstrate your ability to perform the role. Applicants should avoid repeating any information contained in their CV. For information about the ACT Courts and Tribunal please visit: www.courts.act.gov.au.

Contact Officer: Angela Josan (02) 6205 3670 angela.josan@courts.act.gov.au

Office of the Inspection of Correctional Services

Deputy Inspector

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 22312)

Gazetted: 05 July 2018

Closing Date: 20 July 2018

Details: The Inspector of Correctional Services is seeking a motivated, highly-organised professional to exercise a number of significant delegated functions of the Inspector under the *Inspector of Correctional Services Act 2017*. Duties of this role include contribute to the design and conduct of complex service delivery reviews and investigations into critical incidents involving adult or youth correctional services in the ACT with a human rights focus, liaise and consult with key stakeholders in the examination of ACT adult and youth correctional systems, including attending meetings with, or representing, the Inspector. The Office of the Inspector of Correctional Service values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds and people with 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 position contact officer.

Eligibility/Other Requirements: Being female is a genuine occupational qualification for this position under s 34(2)(l) of the *Discrimination Act 1991* (ACT) as the duties of the role will involve conducting interviews about sensitive issues with female detainees, and these investigative services can be most effectively undertaken by a person of the same sex. Accordingly the role is only open to female applicants. 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: Selection may be based on application and referee reports only. This is a full time position, however the successful applicant can negotiate part time or flexible work arrangements with the Inspector.

How to Apply: See the attached role description for further information regarding duties and responsibilities. Interested applicants should send a two-page pitch with their Curriculum Vitae and the contact details of at least two referees to jobs@act.gov.au. Rather than specifically addressing selection criteria, the pitch should indicate your capacity to perform the duties and responsibilities at a Senior Officer Grade B (SOGB) level and outline how your abilities, experience and qualifications make you the best person for this role.

Contact Officer: Neil McAllister (02) 6205 9062 neil.mcallister@act.gov.au

ACT Corrective Services

Corporate Services

Information and Business Solutions Unit

Project Manager, Mobile Duress System Project

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 34265)

Gazetted: 06 July 2018

Closing Date: 20 July 2018

Details: An opportunity has arisen in ACT Corrective Services (ACTCS) to fill the position of Project Manager, Mobile Duress System Project. As the Project Manager, you will be responsible for the management, coordination and completion of various project activities. You will be required to undertake procurement, design, development, testing and implementation of the replacement mobile duress system to strengthen Corrections systems at the

Alexander Maconochie Centre to improve safety. In addition, you will be required to draft and update project artefacts and various deliverables, track and report on overall project progress and identify and report project risks and mitigation strategies. To be successful, you will demonstrate exceptional communication and interpersonal skills and experience in organisational change management.

Eligibility/Other Requirements: Relevant tertiary qualifications in Project Management or certification in PRINCE2 and/or PMBOK or equivalent experience would be highly desirable. Experience in Corrective Services particularly in Custodial Operations is desirable. The successful candidate may be required to undergo a criminal record check; 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. A current full driver's licence is required.

Note: This is a temporary position available until 31 December 2019 with the possibility of extension.

Contact Officer: Dayanand Deshmukh (02) 6207 8842 dayanand.deshmukh@act.gov.au

Transport Canberra and City Services

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

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

City Services

City Places and Infrastructure

Capital Works and Development Support

Project Engineer

Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 27727)

Gazetted: 05 July 2018

Closing Date: 19 July 2018

Details: Capital Works and Development Support are looking for a motivated and dynamic qualified civil engineer with sound professional judgment in the process of developing solutions when assessing submissions from a variety of suppliers for municipal infrastructure assets. The position is responsible for assisting the Managers and Project Leads in the day-to-day management of the acceptance process of infrastructure assets including roads, storm water, cycle paths, footpaths and public landscape works as well as the administrative duties within the Unit. The position requires a strong understanding of the Design Standards, Codes, Guideline and Policies of the Territory and to ensure compliance when assessing submissions or accepting development works. The position will be required to visit construction sites to monitor progress and assess quality of completed assets. 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.

Contact Officer: Gabriel Joseph (02) 6207 6581 gabriel.joseph@act.gov.au

City Places and Infrastructure

City Presentation

Place Management

Operations Supervisor

General Service Officer Level 9 \$69,148 - \$78,145, Canberra (PN: 33867)

Gazetted: 11 July 2018

Closing Date: 26 July 2018

Details: Place Management is responsible for horticultural maintenance and cleaning services in public areas across Canberra. Are you interested in improving the look and feel of Canberra? Can you lead a team of employees engaged in horticultural maintenance and cleaning operations in a safe manner? Are you able to conduct, supervise and train staff in tasks relating to urban open space maintenance including; mowing, weeding, pruning, collection of litter and fallen leaves, cleaning of shops and toilets and assisting with tree maintenance and chemical weed control activities? The ACT Public Service is committed to building a culturally diverse workforce

and an inclusive workplace. As part of this commitment we strongly encourage women, people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

Note: We are looking for motivated people to fill a permanent role. An order of merit may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Brian Bathgate (02) 6205 5350 brian.bathgate@act.gov.au

**Finance, Legal and Sustainability
Sustainability, Facilities and Fleet Unit
Sustainability
Senior Manager**

Senior Officer Grade A \$137,415, Canberra (PN: 38951)

Gazetted: 06 July 2018

Closing Date: 13 July 2018

Details: This position is embedded in the Sustainability, Facilities and Fleet Unit. The Unit provides whole of Directorate support in implementing the ACT Governments sustainability objectives such as the *Carbon Neutral ACT Government Framework* within the Directorate, which underpins the *Climate Change and Greenhouse Gas Reduction Act 2010* and functions relating to fleet and accommodation services. The Senior Manager of the Sustainability, Facilities and Fleet Unit develops, implements, monitors and reviews the sustainability program for Transport Canberra and City Services (TCCS), working closely with line areas on the Directorate's sustainable initiatives. The Senior Manager is responsible for TCCS Fleet Management as well as TCCS Facilities, developing, maintaining and implementing related facilities and fleet management policies, contracts and programs. A key aspect of the role is the ability to develop and maintain strong relationships between the Directorate and other areas of government, including representing the Directorate on inter-governmental committees.

Eligibility/Other Requirements: Driver's Licence (C-Class) is mandatory. Relevant qualifications are highly desirable.

Contact Officer: Craig Jordan (02) 6207 4279 craig.jordan@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

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

David Prichard 848-82484, Section 68(1), 9 July 2018

Chief Minister, Treasury and Economic Development

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

Cherryl Bateman 858-53394, Section 68(1), 2 July 2018

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

Isik Caner 843-49591, Section 68(1), 9 July 2018

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

Heidi Carmona 853-57542, Section 68(1), 10 July 2018

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

Qianqian Liu 853-61576, Section 68(1), 10 July 2018

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

Olivia Moore 858-54039, Section 68(1), 9 July 2018

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

Antony Sadler 858-54055, Section 68(1), 5 July 2018

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

Tori Sedgman 853-78511, Section 68(1), 4 July 2018

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

Yan Sun 853-46886, Section 68(1), 10 July 2018

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

Bridget Walker 853-61250, Section 68(1), 2 July 2018

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

Joseph Walshe 853-70499, Section 68(1), 11 July 2018

Community Services

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

Mitchell Elliott 853-61744, Section 68(1), 4 July 2018

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

Malcolm Fowler 795-61037, Section 68(1), 9 July 2018

Environment, Planning and Sustainable Development

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

Bronwen Jones 853-80582, Section 68(1), 11 July 2018

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

Sahar Khan 853-41671, Section 68(1), 2 July 2018

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

Anne Miller 853-65446, Section 68(1), 2 July 2018

Park Ranger 2 \$66,656 - \$72,175

Michelle Nairn 853-73024, Section 68(1), 6 July 2018

Health

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

Anu Balakrishnan 848-84244, Section 68(1), 6 July 2018

Assistant in Nursing \$48,888 - \$50,543

Maria Calderon 845-03771, Section 68(1), 5 July 2018

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

Ashokge Chemparathikunnel Gopi 858-51655, Section 68(1), 9 July 2018

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

Gemma Cooper 856-73684, Section 68(1), 5 July 2018

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

Paul Cusack 858-51364, Section 68(1), 9 July 2018

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

Nadine Gentschow 845-04272, Section 68(1), 12 July 2018

Assistant in Nursing \$48,888 - \$50,543

Priyanthi Godapolage 853-52151, Section 68(1), 5 July 2018

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

Silvia Heranz Gonzalez 858-52447, Section 68(1), 9 July 2018

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

Craig McKay 858-53706, Section 68(1), 2 July 2018

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

Lavanya Madhu Smitha Immaraj 858-53722, Section 68(1), 2 July 2018

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

Ditty Jacobs 858-53554, Section 68(1), 17 July 2018

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

Monique Johnston 857-91066, Section 68(1), 28 June 2018

Assistant in Nursing \$48,888 - \$50,543

George Joseph 844-32571, Section 68(1), 5 July 2018

Registered Nurse Level 3.2 \$114,377

Cecilia Lindner 783-28460, Section 68(1), 2 July 2018

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

Rhaiza Llorente 853-51693, Section 68(1), 12 July 2018

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

Isabel Manzano 858-53490, Section 68(1), 9 July 2018

Allied Health Assistant 3 \$61,115 - \$67,825

Melanie Montgomery 608-90105, Section 68(1), 16 July 2018

Allied Health Assistant 3 \$61,115 - \$67,825

Lucy Mulcahy 858-53474, Section 68(1), 9 July 2018

Assistant in Nursing \$48,888 - \$50,543

Pradeep Ojha 858-53968, Section 68(1), 2 July 2018

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

Deborah Perry 845-03501, Section 68(1), 5 July 2018

Assistant in Nursing \$48,888 - \$50,543

Darren Redsell 858-53941, Section 68(1), 2 July 2018

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

Sara-Jane Rich 853-51124, Section 68(1), 12 July 2018

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

Claire Robinson 857-93002, Section 68(1), 19 June 2018

Radiation Therapist Grade 4.2 \$122,782 - \$125,872

Martin Seng 858-51671, Section 68(1), 9 July 2018

Health Service Officer Level 3 \$48,385 - \$49,958

Urmila Thileebhan 850-42225, Section 68(1), 28 June 2018

Registered Nurse Level 4.2 \$122,486

Stacey Towns 858-54258, Section 68(1), 16 July 2018

Justice and Community Safety

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

Lachlan Maclean 858-53116, Section 68(1), 29 June 2018

Transport Canberra and City Services

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

Glen Fish 846-98572, Section 68(1), 10 July 2018

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

Robbie Gill 836-06939, Section 68(1), 10 July 2018

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

Richard Howarth 853-65235, Section 68(1), 10 July 2018

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

David Hutch 853-46528, Section 68(1), 10 July 2018

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

Christopher Jiggins 844-80442, Section 68(1), 10 July 2018

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

Robyn McGrath 853-45349, Section 68(1), 10 July 2018

Senior Officer Grade A \$137,415

Gerard Murray 858-54223, Section 68(1), 9 July 2018

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

Thomas Sands 853-65227, Section 68(1), 10 July 2018

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

Bernard Zochling 843-98801, Section 68(1), 10 July 2018

TRANSFERS

Community Services

Aroha Going: 847-04354

From: Administrative Services Officer Class 6 \$81,757

Chief Minister, Treasury and Economic Development

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

Community Services, Canberra (PN. 37815) (Gazetted 15 May 2018)

Health

Nerriann Bullman: 817-33416

From: Nurse Practitioner \$87,257

Health

To: Registered Nurse Level 4.1 \$114,377

Health, Canberra (PN. 40397) (Gazetted 10 May 2018)

Sarah Cullen: 816-80828

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

Health

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

Health, Canberra (PN. 40408) (Gazetted 3 May 2018)

Kirsty Cummin: 735-34935

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

Health

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

Health, Canberra (PN. 40404) (Gazetted 3 May 2018)

Dale Jorgensen: 830-81247

From: Allied Health Assistant 3 \$61,115 - \$67,825

Health

To: Allied Health Assistant 3 \$61,115 - \$67,825

Health, Canberra (PN. 40167) (Gazetted 31 May 2018)

Transport Canberra and City Services

Marcellus Johannes JANSSEN: 848-84834

From: Health Service Officer Level 3 \$61,964

Health

To: EGSO4.2 - Workshop Staff \$61,964

Transport Canberra and City Services, Canberra (PN. NCF013) (Gazetted 6 June 2018)

PROMOTIONS

Canberra Institute of Technology

Sara Carmona: 816-83535

From: Teacher Level 1 \$70,519 - \$94,094

Canberra Institute of Technology

To: †Teacher Level 2 \$100,508

Canberra Institute of Technology, Canberra (PN. 35262) (Gazetted 11 July 2018)

This promotion was to a non-advertised position under Clause 41.3 of the ACT Public Service Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement provides an avenue for streamlining of staff after long term acting (higher duties).

Health, Community and Science

CIT Human Resources

Susan Hart: 827-16378

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

Canberra Institute of Technology

To: Administrative Services Officer Class 4 \$66,656 - \$72,175
Canberra Institute of Technology, Canberra (PN. 39218) (Gazetted 23 May 2018)

Student and Academic Services

Education Services

Charmane Ingram: 817-43614

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 16460) (Gazetted 4 June 2018)

Student and Academic Services

Student Services

Nicholas Spokes: 848-82468

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

Canberra Institute of Technology

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

Canberra Institute of Technology, Canberra (PN. 16465) (Gazetted 20 June 2018)

Chief Minister, Treasury and Economic Development

Access Canberra

Customer Coordination

Service Centres

Kerry Bayliss: 827-48564

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35201) (Gazetted 13 December 2017)

Shared Services

Partnership Services

Recruitment and Information Services

Katherine Cooper: 827-35667

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 09335) (Gazetted 5 June 2017)

Revenue Management

Support

Anna Gaffney: 846-86491

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38477) (Gazetted 3 May 2018)

Shared Services

Finance and Payroll Services

Shared Services Finance Reporting Team

Jason Gunning: 827-30882

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. 07395) (Gazetted 25 August 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.

Office of the Executive Director Procurement

Kylie Jane Heath: 835-98801

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

Chief Minister, Treasury and Economic Development Directorate

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 39101) (Gazetted 12 April 2018)

Commercial Services and Infrastructure

Procurement, Properties and Venues

Venues Canberra / National Arboretum Canberra

Michele Parer: 846-93915

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. 30917) (Gazetted 6 June 2018)

Access Canberra

Customer Coordination

Applications and Approvals

Alison Redfern: 835-6833

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 40532) (Gazetted 9 May 2018)

Office of the Deputy Under Treasurer

Commercial Services and Infrastructure

Shannon Rowe: 844-00131

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38965) (Gazetted 12 April 2018)

Workplace Safety and Industrial Relations

Public Sector Workforce Health

Carolyn Trute: 817-46057

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 09040) (Gazetted 26 April 2018)

Access Canberra

Customer Coordination

Applications and Approvals

Susan Watkins: 836-06867

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 40531) (Gazetted 9 May 2018)

Community Services

Housing ACT

Executive Support Unit

Kathryn Margaret Boljkovac: 795-66719

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Community Services
To: †Senior Officer Grade C \$100,462 - \$108,140
Community Services, Canberra (PN. 07510) (Gazetted 10 May 2018)

Children, Youth and Families

Business Support

Rebekah Gillespie: 844-00190

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Community Services
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Community Services, Canberra (PN. 00060) (Gazetted 24 May 2018)

Housing and Community Services

Office of the Executive Director

Executive

Kristen Wilson: 845-21750

From: Administrative Services Officer Class 2/3 \$52,991 - \$64,616
Health
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Community Services, Canberra (PN. 39762) (Gazetted 10 April 2018)

Education

Business Services Division

Infrastructure and Capital Works

Capital Upgrades

Philip Basic: 754-17484

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Justice and Community Safety
To: †Infrastructure Officer 3 \$100,694 - \$110,536
Education, Canberra (PN. 03580) (Gazetted 7 May 2018)

School Performance

Learning and Teaching

Careers, Transitions and VET

Lucia Ciccarone: 749-28768

From: Classroom Teacher \$64,411 - \$101,821
Education
To: †Senior Officer Grade C \$100,462 - \$108,140
Education, Canberra (PN. 09480) (Gazetted 7 July 2017)

Environment, Planning and Sustainable Development

Environment

Heritage

Lisa Chaston: 835-68741

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Environment, Planning and Sustainable Development
To: †Senior Officer Grade C \$100,462 - \$108,140
Environment, Planning and Sustainable Development, Canberra (PN. 43072) (Gazetted 17 May 2018)

Environment

Parks and Conservation Services

Forestry and Fire Management

Dean Freeman: 835-87141

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

Environment, Planning and Sustainable Development

To: Technical Officer Level 3 \$69,148 - \$78,145

Environment, Planning and Sustainable Development, Canberra (PN. 37354) (Gazetted 22 May 2018)

Health

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Zakia Ali: 771-98457

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

Health

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

Health, Canberra (PN. 40411) (Gazetted 3 May 2018)

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Catherine Billing: 259-86662

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

Health

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

Health, Canberra (PN. 40405) (Gazetted 3 May 2018)

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Klara Burgess: 845-20221

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

Health

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

Health, Canberra (PN. 40890) (Gazetted 8 March 2018)

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Sinead Burke: 836-04589

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

Health

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

Health, Canberra (PN. 28811) (Gazetted 31 May 2018)

Population Health, Protection and Prevention

Health Protection Service

Kate Groeschel: 846-90669

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

Health

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

Health, Canberra (PN. 29640) (Gazetted 12 April 2018)

Canberra Hospital and Health Services

Strategic Finance

Ray Juntanamalaga: 827-48409

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Health
To: †Senior Officer Grade C \$100,462 - \$108,140
Health, Canberra (PN. 01877) (Gazetted 12 April 2018)

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Health Support
Fiona Kimber: 735-29677**

From: Registered Nurse Level 2 \$88,249 - \$93,533
Health
To: †Registered Nurse Level 3.1 \$101,175 - \$105,339
Health, Canberra (PN. 40407) (Gazetted 3 May 2018)

**Canberra Hospital and Health Services
Rochelle Lawrie: 845-21195**

From: Enrolled Nurse Level 1 \$57,635 - \$61,578
Health
To: Registered Nurse Level 1 \$63,548 - \$84,888
Health, Canberra (PN. 04477) (Gazetted 12 April 2018)
This Promotion to a non-advertised vacancy is made in accordance with Section 106(5) Division 5.7 Part 5 of the Public-Sector Management Act 1994

**Population Health, Protection and Prevention
Health Protection Service**

Jessica Perkins: 856-73975

From: Health Professional Level 2 \$61,784 - \$84,816
Health
To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health, Canberra (PN. 29631) (Gazetted 12 April 2018)

**Canberra Hospital and Health Services
Deputy Director General Canberra Hospital and Health Services
Bridie Player: 842-88899**

From: Health Professional Level 2 \$61,784 - \$84,816
Health
To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health, Canberra (PN. 28803) (Gazetted 31 May 2018)

**Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Vanessa Sandi: 817-40827**

From: Health Professional Level 2 \$61,784 - \$84,816
Health
To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Health, Canberra (PN. 16264) (Gazetted 15 February 2018)

Justice and Community Safety

**ACT Government Solicitor
Government Law**

Helen Banks: 741-75006

From: Government Solicitor 1 \$70,650 - \$105,793
Justice and Community Safety
To: †Government Solicitor 2 \$110,874 - \$133,039
Justice and Community Safety, Canberra (PN. 42614) (Gazetted 29 March 2018)

**ACT Government Solicitor
Government Law**

Katherine Law-Jamieson: 835-82738

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 02806) (Gazetted 29 March 2018)

**ACT Government Solicitor
Government Law**

Julia Nanette Noble: 835-71596

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 46139) (Gazetted 29 March 2018)

**ACT Government Solicitor
Government Law**

Catherine Warden: 836-04108

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 37974) (Gazetted 29 March 2018)

Transport Canberra and City Services

Transport Canberra

Public Transport Operations

Network Systems and Service Performance

Jehani Natasha Drayton: 848-67874

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. A20164) (Gazetted 12 June 2018)

City Renewal Authority

Business Operations Office

Business Support

Samantha Groom: 853-55344

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

Justice and Community Safety

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

Environment, Planning and Sustainable Development, Canberra (PN. 35904) (Gazetted 25 May 2018)

RETIREMENTS AND DISMISSALS

Education

Section 123 of the *Public Sector Management Act 1994*, Kirsty Louise Warriner, AGS: 785-51638, 25 June 2018

Section 123 of the *Public Sector Management Act 1994*, Deanne Maree Meagher, AGS: 843-27261, 25 June 2018

Section 123 of the *Public Sector Management Act 1994*, Annalise Maree Pippard, AGS: 843-26955, 25 June 2018

Section 123 of the *Public Sector Management Act 1994*, Emilia Janet Yager, AGS: 785-47997, 25 June 2018

Section 123 of the *Public Sector Management Act 1994*, Tammy Louise Mackie, AGS: 729-16528, 25 June 2018

Section 123 of the *Public Sector Management Act 1994*, Alice Mildred Quade, AGS: 787-61280, 25 June 2018

Section 123 of the *Public Sector Management Act 1994*, Ashley Kathryn Edenborough, AGS: 843-40853, 25 June 2018

Section 123 of the *Public Sector Management Act 1994*, Catherine Elizabeth Sylvia McLaren, AGS: 824-40092, 25 June 2018

Section 123 of the *Public Sector Management Act 1994*, Oliver Billington, AGS: 843-25477, 25 June 2018

Section 123 of the *Public Sector Management Act 1994*, Kellie Jayne McQuestin, AGS: 824-39905, 25 June 2018

Section 123 of the *Public Sector Management Act 1994*, Angela Nicole De Jager, AGS: 787-70697, 25 June 2018