



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 19 July 2018**

## VACANCIES

### ACT Audit Office

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

#### **Professional Services**

##### **Principal, Professional Services**

##### **Audit Band 2 - Principal \$143,264, Canberra (PN: 42805)**

Gazetted: 23 July 2018

Closing Date: 10 August 2018

Details: The Principal, Professional Services is a key leadership role in the ACT Audit Office and a member of the Office's Executive Committee, Management Committee and has the Internal Audit role of Chief Internal Audit Executive.

The Principal, Professional Services will typically work under the general guidance and direction of the Auditor-General and has responsibility for staff.

The Principal, Professional Services is expected to make a strong contribution to the performance of the ACT Audit Office and, in particular, the achievement of the Office's planned performance targets.

The Principal, Professional Services provides leadership in:

Implementing the values of the ACT Audit Office by exhibiting standards of behaviour and integrity which accord with these values; and

Contributing to professional governance and leadership within the ACT Audit Office by leading and managing the Professional Services team, providing support to the Auditor-General and financial and performance audit teams. The Principal, Professional Services will be required to exercise sound judgement and provide authoritative advice on general governance, human resources, financial management, records management, internal audit practices, accounting and auditing standards and concepts, methods and techniques.

In leading and managing a team responsible for all aspects of the day-to-day running of the Audit Office, the Principal, Professional Services will be required to have advanced people skills and will be allocated responsibility for staff development and training, procurement and contract management, office computer systems and other corporate activities.

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

How to Apply: All applications, including application coversheet, your written response to selection criteria, resume and referee report (if required) must be submitted to Shared Services. Applications should be sent to: [jobs@act.gov.au](mailto:jobs@act.gov.au)

Contact Officer: Ajay Sharma (02) 6207 0830 [ajay.sharma@act.gov.au](mailto:ajay.sharma@act.gov.au)

### Calvary Health Care ACT (Public)

#### **Speech Pathology**

##### **Senior Speech Pathologist**

##### **Executive Level HP3 \$87,257 to \$96,502, Canberra (PN: Expected)**

Gazetted: 25 July 2018

Closing Date: 5 August 2018

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

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

Reference Number: 18798

Contact Officer: Rowena Day [rowena.day@calvary-act.com.au](mailto:rowena.day@calvary-act.com.au) Applications can be forwarded to:

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

**Maternity**

**Registered Midwife**

**Registered Midwife 1/2 \$63,548 to \$93,533, Canberra (PN: Expected)**

Gazetted: 25 July 2018

Closing Date: Ongoing

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

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

Reference Number: 19872

Contact Officer: Christine Falez [Christine.falez@calvary-act.com.au](mailto:Christine.falez@calvary-act.com.au) Applications can be forwarded to:

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

**Maternity**

**Special Care Nursery**

**Registered Midwife**

**Registered Midwife 2 \$88,249 to \$93,533, Canberra (PN: Expected)**

Gazetted: 25 July 2018

Closing Date: 14 August 2018

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

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

Reference Number: 19865

Contact Officer: Christine Falez [Christine.falez@calvary-act.com.au](mailto:Christine.falez@calvary-act.com.au) Applications can be forwarded to:

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

**Chief Minister, Treasury and Economic Development**

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

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

**Shared Services**

**Information and Communication Technology**

**Business Application Management**

**Director, Business Application Management**

**Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E328)**

Gazetted: 23 July 2018

Closing Date: 6 August 2018

Details: Shared Services, within the Chief Minister, Treasury and Economic Development Directorate is seeking applications from suitably qualified applicants for the position of Director, Business Application Management. Shared Services provides corporate services to the ACT Government by working in partnership with Directorates and Agencies to provide services and outcomes that meet or exceed the expectations of the Directorates.

Shared Services ICT provides a complete range of ICT services to the ACT Government, including:

Management of the government's ICT infrastructure, data and communications network;

Project management services;

Business systems development and support;

ICT security policy and ICT operational policies and standards; and

Lifecycle management of government ICT assets.

The Director, Business Application Management is responsible for the provision of strategic direction and oversight at an enterprise level on digital transformation, data governance, business system management and operations, including but not limited to Digital ICT elements of ICT embedded teams including major projects and business system support, risk and incident management.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

Contract: The successful applicant will be engaged under a performance based short term contract for a period of up to two years.

Contact Officer: Further information about the position is available from Gary Davis, gary.davis@act.gov.au (02) 6207 6489

**Shared Services ICT**

**Technology Services**

**Service Assurance**

**Refresh Technical Officer**

**Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 13248)**

Gazetted: 19 July 2018

Closing Date: 26 July 2018

Details: Service Assurance Refresh Team is seeking a highly motivated candidate who will provide technical expertise and support for the complete refresh process of Information and Communication Technology (ICT) assets for all ACT Government agencies, in particular those agencies that do not have an embedded ICT asset co-ordinator or refresh officer. This will involve the installation of hardware, software and the deployment of applications as well as providing technical leadership. The successful candidate will liaise with users/clients and provide advice on a range of application information and assist in the development and maintenance of ACT Government assets. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in liaising with stakeholders and ICT asset lifecycle management would be advantageous.

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

How to Apply: After reviewing the "What you will do" and "What you require" sections in the position description, please provide a two page written response that provides evidence of your capabilities. Include examples that clearly demonstrate relevant past experience, skills, knowledge and behavioural capabilities.

Contact Officer: Sandra O'Rourke (02) 6207 7924 sandra.o'rourke@act.gov.au

**Shared Services**

**Information and Communication Technology**

**Strategic Business**

**Project Coordinator**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 14421)**

Gazetted: 20 July 2018

Closing Date: 3 August 2018

Details: The position is based in the Strategic Business branch, which delivers professional business change services that enable the ACT Government to deliver quality outcomes for the Territory. Key focus areas include: optimising investment through change initiatives; identifying, supporting and enabling multi-directorate solutions; and delivering quality services that enable business areas to realise significant benefits. This position works to a Project Manager and is responsible for coordinating a range of business and information technology projects in accordance with recognised project management methodologies to deliver quality outcomes within agreed tolerances.

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. The applications should include a Curriculum Vitae and a two page response detailing your most relevant achievement in the last five years and how it relates to this position and its duties and the ability, ingenuity, experience and qualifications making you the best person for this role.

Contact Officer: Micah Anderson (02) 6207 7090 micah.anderson@act.gov.au

**Venues Canberra**

**National Arboretum Canberra**

**Events and Marketing Assistant**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39287)**

Gazetted: 24 July 2018

Closing Date: 14 August 2018

Details: The National Arboretum Canberra is a young and vibrant facility with award winning architecture that showcases 44,000 endangered and rare trees. We are seeking a dynamic and innovative person to fill the role of Events and Marketing Assistant. Working in a busy environment the successful candidate will support cross team staff with administration, all elements of event operations and implement marketing plans across traditional and digital channels; as well as undertaking key projects as directed. The successful candidate will possess events and marketing experience, strong administrative and organisational skills, as well as excellent communication and liaison skills. The Events and Marketing Assistant will work closely across teams especially with events and marketing in teams reporting directly to the Events and Community Engagement Manager at the National Arboretum. 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. Contact Officer: Christine Callen (02) 6205 4468 christine.callen@act.gov.au

**Access Canberra**

**Transport Solutions and Enforcement**

**Parking Operations**

**Parking Information Officer**

**Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 04937, several)**

Gazetted: 24 July 2018

Closing Date: 7 August 2018

Details: Have you ever had the desire for an inspector number like Maxwell Smart, agent 86 or agent 99? Do you like working outdoors and keeping fit? Do you like working in different places on a daily basis? If your answer is yes, you may be the person we are looking for. Access Canberra Parking Operations is seeking enthusiastic applicants to fill the role of Parking Information Officer. This role will see you out in the field utilising the latest technology to achieve compliance in relation to road safety. The successful applicant will perform duties as an authorised parking inspector in an innovative 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.

Eligibility/Other Requirements: A current driver's licence is required.

Note: This is a temporary position available for up to two years with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Please review the position description 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 one page, responding to the statement below, contact details of at least two referees and current Curriculum Vitae.

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

Contact Officer: Cassandra Keppell (02) 6205 9876 cassandra.keppell@act.gov.au

**Economic Development Division**

**Sport and Recreation**

**Partnership and Planning**

**Performance Partnership Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40907)**

Gazetted: 19 July 2018

Closing Date: 2 August 2018

Details: If you have a passion for sport, are a people person and want to ensure government investment delivers on returns for our city and community then this might be an opportunity for you to consider. The Sport and Recreation team is seeking an experienced and motivated person to undertake the new role of Performance Partnership Manager to manage a range of ACT Government investments into partnerships with elite sporting teams (such as the Greater Western Sydney (GWS) Giants, ACT Brumbies, Canberra Raiders, Canberra Capitals and Canberra United). The position will be responsible for transitioning existing program formats into new streams of funding focus with strong measurable economic, community, and gender equality outcomes. Relationship development will be central to the role in order to develop individual strategies for each sport partnership to better leverage funding for improved outcomes for both the teams and the government. In this role you will be front and centre in the negotiation of new partnerships and agreements and collaborating across the Economic Development Division and with Venues Canberra on partnership opportunities and consideration of major sporting event content in the Territory. 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.

Contact Officer: David Jeffrey (02) 6207 5815 david.jeffrey@act.gov.au

### **Shared Services**

#### **Business Application and Management**

#### **Health Information Communication Technology**

#### **Client Services Team Leader**

#### **Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 02303)**

Gazetted: 24 July 2018

Closing Date: 31 July 2018

Details: Shared Services Information Communication Technology (SSICT) Business Applications and Management is seeking applications for a suitable experienced person for the role of Client Services Team Leader (CSTL) within the ICT Health embedded team. The successful occupant assists the operations support manager in the supervision and technical leadership of the Client Services team by acting as technical liaison for incidents, non-standard support requests and reporting as required. The CSTL will also provide more complex technical and procedural support to clients, and work as a team member, to ensure the successful establishment and delivery of ICT support. 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. For further information on the position please contact the Contact Officer.

Note: This is a temporary position available until 31 January 2019 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience against the position description, along with contact details of at least two referees and a current Curriculum Vitae (CV).

Contact Officer: Paul Tarjan (02) 6207 9657 paul.tarjan@act.gov.au

### **Access Canberra**

#### **Project, Governance and Support**

#### **Business System and Reform**

#### **Business Analyst**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40995)**

Gazetted: 20 July 2018

Closing Date: 27 July 2018

Details: The Strategic Information Communication Technology (ICT) - Business Systems and Reform Unit team manages the implementation of national and local regulatory reform and service delivery initiatives utilising Information and Communication Technology (ICT) under the remit of Access Canberra. The Unit advises,

coordinates and manages the delivery of enhancements to existing business systems and ICT system upgrades. The team is currently looking for a Business Analyst who has exceptional research, analytical and communication skills 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 30 June 2019 with the possibility of extension.

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, a current Curriculum Vitae and the contact details of at least two referees.

Contact Officer: Veronica Morados (02) 6207 0584 veronica.morados@act.gov.au

## **Shared Services**

### **Shared Services Executive**

#### **Executive Officer**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35217)**

Gazetted: 25 July 2018

Closing Date: 6 August 2018

- Brilliant at supporting a busy executive?
- Have exceptional stakeholder management skills?
- Permanent position

The Executive Director, Shared Services in the ACT Government, based in Gungahlin is currently seeking an extraordinary organiser who is able to co-ordinate and manage all the activities in this multi-faceted office. The Executive Officer, with the assistance of an Executive Assistant, is responsible for delivering professional and efficient executive and administrative support. This position will suit you if you are detail-focused, proactive, committed to running a well-organised executive office and to delivering quality customer service. You will excel in the role if you have a collaborative approach and are able to exercise sound judgement and discretion. Previous experience as an Executive Officer will be highly regarded.

How to Apply: Please review the attached Position Description and submit an application by emailing the following documents to jobs@act.gov.au

Completed application Coversheet. You're current Resume. Two-page written response to support your application. Please provide evidence of your suitability for the role by including examples that clearly demonstrate relevant skills, knowledge and behavioural capabilities.

Contact Officer: Graham Tanton (02) 6207 5757 graham.tanton@act.gov.au

## **Workforce Capability and Governance**

### **Public Sector Management**

#### **Professional Standards Unit**

#### **Senior Investigator**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 08524)**

Gazetted: 24 July 2018

Closing Date: 31 July 2018

Details: The Professional Standards Unit (PSU) is seeking suitably qualified and experienced investigator to join our team. The role of the PSU is to provide advice and assistance to managers, supervisors and employees relating to the investigation process, facilitate formal investigations, gather statistical data, provide reports on investigation processes, gather systemic learnings from the outcome of investigations and provide support to the Public Sector Commissioner as required. The Senior Investigator reports to the Investigations Manager and assists the Investigations Manager to lead an investigation team that is responsible for providing ACT Government Directorates with workplace related investigation services, in conjunction with broader advice and support to Directorates in accordance with relevant legislation and industrial instruments. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Formal qualifications in Investigations and/or Human Resource related fields is essential.

Note: This is a temporary position available up to 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. An order of merit may be established to fill future temporary vacancies at level over the next 12 months.

How to Apply: Please submit a one page pitch outlining your suitability for the position with a copy of your Curriculum Vitae and two referees.

Contact Officer: Joel Alcock (02) 6207 1280 joel.alcock@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](mailto:jobs@act.gov.au)**

#### **Office of Children, Youth and Families**

##### **Children and Families**

##### **Child Development Service**

##### **Speech Pathologist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 36128)**

Gazetted: 19 July 2018

Closing Date: 1 August 2018

Details: The Child Development Service focuses on identifying developmental delays for children 0-6 years; children 7-8 years with complex needs who have not had a previous diagnosis and autism assessment to age 12 years. The speech pathologist in these positions will provide clinical services within a community based, multidisciplinary team within the Child Development Service. The successful staff member will provide assessments or screen children to identify those at risk of developmental delay, and support their movement through the service system. At the Health Professional Level 3 (HP3) level staff provide advice and expertise in clinical decision making to plan service delivery, interventions and policy development.

Note: This is a temporary position available for a period of 12 months until 31 July 2019.

Contact Officer: Sophia Hehir (02) 6205 1277 sophia.hehir@act.gov.au

#### **Children, Youth and Families**

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

##### **Bimberi Residential Services**

##### **Team Leader**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 03295, several)**

Gazetted: 20 July 2018

Closing Date: 3 August 2018

Details: The position of Team Leader involves assisting to lead the day-to-day operations of the Centre and being responsible for a number of allocated units by facilitating close integration and supervision with staff and residents to meet client and program needs in a unit-management model. The occupant of this position will require experience in working in a juvenile justice environment, the ability to supervise staff, set priorities and interpret and apply policies, procedures and regulations. The position occupant is also required to provide guidance and address any emerging issues by applying proactive intervention measures.

Eligibility/Other requirements: Completion of Youth Worker Certificate IV and/or relevant qualification in the Behavioural Sciences; possession of a current driver's licence; a Senior First Aid Certificate and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Note: There are several positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Tina Brendas (02) 6207 3341 tina.brendas@act.gov.au



## **Cultural Facilities Corporation**

### **Corporate**

#### **Finance**

#### **Financial Controller**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 1111)**

Gazetted: 20 July 2018

Closing Date: 10 August 2018

Details: The Person - New financial year, new challenge Seeking an experienced Financial Controller to take ownership of the finance team, including accounts payable, accounts receivable, payroll, and all the accounting functions of a vibrant ACT Government agency. Reporting to the Chief Finance Officer, it is expected that you will bring to this role high level financial management and strategic leadership skills. It is a broad role that will provide assistance to the CFO with the provision of corporate services including procurement, IT, and asset management. This would suit an experienced Financial Controller looking for an exciting opportunity to expand their current knowledge and experience. If you have high-level leadership skills and people management skills, high-level skills in coordination and prioritisation, the ability to work under pressure and deal with competing demands to meet deadlines, then this is an excellent opportunity for an accounting professional to take the next step towards senior management.

Eligibility/Other Requirements: Possession of tertiary qualifications in accounting or commercial business management with a substantial accounting/financial management component is essential. CPA or CA status, or working towards qualification, is highly desirable.

Note: Applicants must submit a written statement addressing the selection criteria.

Contact Officer: Ian Tidy (02) 6205 2195 [ian.tidy@act.gov.au](mailto:ian.tidy@act.gov.au)

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email [CFC.HR@act.gov.au](mailto: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](mailto:jobs@act.gov.au)**

### **Office for Schools**

#### **Belconnen Network**

#### **Charnwood-Dunlop School**

#### **School Leader C**

#### **School Leader C \$117,515, Canberra (PN: 33728)**

Gazetted: 23 July 2018

Closing Date: 6 August 2018

Details: Support the Principal to develop and achieve school strategic goals by leading whole-school coaching and the improvement of mathematics outcomes. Lead a team of teachers in the junior school and Learning Support Unit. Embed Positive Behaviours for Learning (PBL) with a focus on optimising learning outcomes of students with sensory needs.

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

Contact Officer: Debbie Martens (02) 6205 7322 [debbie.martens@ed.act.edu.au](mailto:debbie.martens@ed.act.edu.au)

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

**School Performance and Improvement Division**

**North and Gungahlin Network**

**Cranleigh School**

**Staffing Officer**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 38659)**

Gazetted: 23 July 2018

Closing Date: 6 August 2018

Details: Cranleigh is a specialist school for students aged between four and 12 years living north of Lake Burley Griffin. It has been established for over 40 years. Our students have significant intellectual disabilities, complex communication needs, and many of our students have autism as well. We have a total of 87 students and close to 50 staff. We are looking for a dynamic and highly motivated staffing officer who is able to work independently and problem solve high level staffing changes and requirements on a daily basis. They must have a sound working knowledge of information and communication technologies (ICT), including School Administration System (SAS), Staff Information Management System (SIMS), Casual Relief System (CRS) and HR21. The staffing officer role not only includes the administration component of replacing teachers and learning support assistants. It requires someone who has high level interpersonal skills, a strategic thinker and someone who is able to manage multiple scenarios across any given day. This officer is required to leap into action at any time, to cover a playground duty, change a roster and be on class when required. If you believe you have what Cranleigh needs, please apply!

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

Contact Officer: Brionie Robins (02) 6142 0444 brionie.robins@ed.act.edu.au

**System Policy Reform Division**

**Early Childhood Policy and Regulation**

**Children's Education and Care Assurance**

**Senior Manager, Early Childhood Regulation**

**Senior Officer Grade A \$137,415, Canberra (PN: 40093)**

Gazetted: 24 July 2018

Closing Date: 7 August 2018

Details: Early Childhood Policy and Regulation is looking for an experienced and highly motivated professional to fill the role of Senior Manager, Early Childhood Regulation. The successful applicant will be responsible for oversight, management and direction of the Children's Education and Care Assurance Team within the Early Childhood Policy and Regulation Branch (ECPR). The position requires leadership and expertise in delivering in a regulatory environment, including monitoring compliance and overseeing investigations. The Senior Manager is responsible for delivering on the ACT Government's regulatory responsibilities under the *Education and Care Services National Law (ACT) Act 2011* and the *Children and Young People Act 2008*.

Eligibility/Other Requirements: A strong knowledge of regulatory law is also desirable. In addition, experience in government, managing people and stakeholder engagement is critical for this position. Demonstrated knowledge and understanding of the *Education and Care Services National Law (ACT) Act 2001*, the *Children and Young People Act 2008*, the *Education and Care Services National Regulations 2011* and *ACT Childcare Services Standards 2009*, and how they impact on education and care services in the ACT. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Contact Officer: Sean Moysey (02) 6207 2143 sean.moysey@act.gov.au

**School Performance and Improvement**

**Belconnen**

**Hawker College**

**Deputy Principal - Hawker College**

**School Leader B \$136,828, Canberra (PN: 04130)**

Gazetted: 23 July 2018

Closing Date: 30 July 2018

Details: Hawker College is seeking a dynamic and innovative School Leader to support the Principal to develop and achieve whole-school strategic goals and implement the school plan in conjunction with the school board. The successful candidate will build and maintain pragmatic and positive relationships across the school community and assist the Principal to manage the human, financial and physical resources of the school to achieve optimal social and educational outcomes for all students. The successful candidate will also demonstrate a sound understanding of the requirements of the ACT Board of Senior Secondary Studies.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). 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](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: Andy Mison (02) 6142 0355 andy.mison@ed.act.edu.au

### **School Performance and Improvement Division**

#### **Learning and Teaching**

#### **Pedagogy**

#### **Manager, Pedagogy**

#### **School Leader B \$136,828, Canberra (PN: 02807)**

Gazetted: 25 July 2018

Closing Date: 8 August 2018

Details: Support the Senior Manager, in accordance with legislative requirements and Directorate policies to: Implement the Directorate, Branch and Pedagogy section's strategic goals; establish the Academy of Futures Skills, including key performance indicators and measures; liaise with a range of agencies and initiate partnerships to augment effective, inclusive and sustainable Science Technology Engineering and Mathematics (STEM) education initiatives, including curriculum development and delivery; assessment practices; teacher professional learning; pathways, partnership and outreach programs; and evaluation mechanisms; develop high quality briefing papers, submissions, project plans and reports; develop and implement systems to manage human and financial resources across three sites. The successful candidate will demonstrate: Capacity to design and implement evidence-informed education initiatives, including curriculum, assessment and evaluation projects; proactive and responsive leadership, within an authorised environment; the ability to work both independently and in a team; strengths-based leadership approaches and team-building capability; excellent written communication skills, including writing for government; excellent interpersonal skills and the ability to collaborate with a range of internal and external stakeholders to develop and deliver high quality learning programs; commitment to public service values and workplace health and safety principles and practices.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Mandatory: Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute).

Desirable: expertise in delivering STEM education initiatives. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

How to Apply: Applications should comprise a current Curriculum Vitae, statement of claims and coversheet.

Applicants should use the professional practice capabilities, outlined in the School Leader Application Information Pack, to structure their statement of claims against the job description and selection criteria.

Contact Officer: Josephine Andersen (02) 6205 9350 josephine.andersen@act.gov.au

### **Service Design and Delivery**

#### **Student Engagement**

#### **Network Student Engagement Team**

#### **Continuum of Education Support Partner**

#### **School Leader C \$117,515, Canberra (PN: 20911, Several)**

Gazetted: 24 July 2018

Closing Date: 7 August 2018

Details: As part of the Continuum of Education a new role has been developed as a High School Continuum Support Partner. Student Engagement is seeking interested people to become Continuum of Education Support Partners commencing Term 3, 2018. The Continuum Support Partners will work across 4-5 secondary settings within a network in a coaching role. The successful candidates will build workforce capacity in schools by: Assisting school leadership teams to plan and implement the continuum of education support model in their schools to improve outcomes for all students, with respect to academic achievement, wellbeing and engagement; supporting schools to identify and engage with resources and professional learning to achieve their identified Education Continuum Planning Tool goals; facilitating the development of plans to support students with disabilities, behavioural, wellbeing or other learning needs; enabling the increased ability of schools to meet the needs of students with additional needs through modelling, consultation and coaching.

Eligibility/Other Requirements: A minimum of four years full time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current professional teaching registration with the ACT Teacher Quality Institute (or eligibility to obtain). 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).

Note: These are temporary positions available for six months with the possibility of extension. Selection may be based on application and referee reports only. An order of merit may be established to fill future temporary vacancies at level over the next 12 months.

How to Apply: Applications are to be a maximum of two pages with a particular focus on: Professional Practice (1) Leading teaching and learning Professional Practice (2) Developing self and others Professional Practice (3) Leading improvement, innovation and change.

Contact Officer: Jackie Vaughan 0422377167 jackie.vaughan@ed.act.edu.au

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

## **Office for Schools**

### **South Weston Network**

#### **Melrose High School**

#### **School Leader C - Flexible Learning - Melrose High School**

#### **School Leader C \$117,515, Canberra (PN: 12649)**

Gazetted: 19 July 2018

Closing Date: 2 August 2018

Details: Lead the Melrose High School Flexible Learning Team, including Big Picture, Flexible Learning Independent Pathway (FLIP), the Aboriginal and Torres Strait Islander Education Officer and the Cultural Integrity team. Provide positive leadership and role-modelling for staff in cultural integrity, using the 8 Ways of Learning Framework and leading wellbeing of Aboriginal and Torres Strait Islander students. As a member of the executive team, provide leadership in the development, implementation and achievement of school and system priorities including the effective implementation of Professional Learning Communities (PLC). A teaching load commensurate with skills and abilities, preferred teaching areas: Big Picture, English, Humanities and Social Services (HaSS) and/or Physical Education (PE); perform other cross-school roles as directed by the principal; lead the faculty in planning, developing and implementing additional curriculum programs and incorporating relevant teaching strategies for Big Picture across Melrose High School and the continuum of educational support. As part of the Student Services team, supporting whole school behaviour management and wellbeing processes.

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

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

Note: This is a temporary position available until 5 July 2019 with the possibility of extension.

Contact Officer: Simon Vaughan (02)61420700 simon.vaughan@ed.act.edu.au

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

**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](mailto:jobs@act.gov.au)**

**Environment**

**Parks and Conservation Services**

**Parks, Reserves and Rural Land**

**Manager, Tidbinbilla Visitor Centre**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37172)**

Gazetted: 19 July 2018

Closing Date: 2 August 2018

Details: ACT Parks and Conservation service is looking for a motivated individual to lead the tourism based Tidbinbilla Visitor Information Centre with a strong focus on visitor experience and business management. The successful applicant will need to demonstrate excellent administrative and organisational skills, including the ability to effectively manage a range of administrative systems and processes and reporting.

Eligibility/ Other Requirements: Applicant must hold a manual driver's licence; be prepared to wear a uniform and be prepared to work some shift work for key events.

Note: A pre-employment medical is required.

Contact Officer: Mikaela Jade (02) 6205 9544 [mikaela.jade@act.gov.au](mailto:mikaela.jade@act.gov.au)

**Climate Change and Sustainability**

**Carbon Neutral Government**

**Carbon Neutral Government Program Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 40997)**

Gazetted: 19 July 2018

Closing Date: 2 August 2018

Details: The Carbon Neutral Government team is looking for an agile, collaborative and innovative program officer who is motivated to work within in a fast paced environment. The successful applicant will assist in implementation and continual improvement of processes and governance for the Carbon Neutral Government Framework. This includes establishing, maintaining and improving systems to track and monitor progress against program milestones and targets. We are looking for someone with an understanding of program management, in particular working with stakeholders across portfolios. They should have high level organisational skills, the ability to think strategically, develop and manage relationships with key stakeholders.

Note: This is a temporary position available until 30 June 2019. The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.

Contact Officer: Paul Sutton (02) 6207 0270 [paul.sutton@act.gov.au](mailto:paul.sutton@act.gov.au)

**Climate Change and Sustainability**

**Actsmart Schools Program Support**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 21583, several)**

Gazetted: 19 July 2018

Closing Date: 26 July 2018

Details: The Directorate is seeking two experienced and enthusiastic educators to fill the positions of Actsmart Schools Program Officers in the Sustainability Programs section of the Climate Change and Sustainability Division. The successful applicants will be responsible for delivering the Actsmart Schools sustainability education program to schools. This involves providing best practice sustainability advice to schools, preparing resources and presenting sustainability education.

Eligibility/Other Requirements: Some weekend and after hours work may be required. Weekend work will be required. A current driver's licence is required. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: These are temporary positions available until 30 June 2021 with the possibility of extension and/or permanency. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Olivia Merrick (02) 6207 6430 [olivia.merrick@act.gov.au](mailto:olivia.merrick@act.gov.au)

## **Environment**

### **Parks and Conservation Services**

#### **Parks Reserves and Rural Land**

##### **Project Ranger**

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

Gazetted: 24 July 2018

Closing Date: 7 August 2018

Details: ACT Parks and Conservation Service (PCS) is looking for a motivated individual to plan and deliver a range of projects undertaken at Mulligans Flat Woodland Sanctuary. This role will have a particular focus on the design, installation, and maintenance of technical infrastructure associated with the predator-proof fence (e.g. agricultural telemetry monitoring system). The successful applicant will need to demonstrate a range of skills including vertebrate pest control, fencing, machinery operation, and infrastructure installation and maintenance. The applicant must also have the ability to work independently in the field under the supervision of senior management, and also collaboratively with PCS colleagues, staff from partner organisations, and volunteers.

Eligibility/Other Requirements: (1) Demonstrated practical experience and knowledge in implementing natural resource management programs, including vertebrate pest management, and the installation and maintenance of technical infrastructure. (2) The ability to work both independently, and collaboratively with colleagues from PCS and partner organisations and other members of the community. (3) Good oral and written communication skills and the ability to interact well with other staff, the public and park visitors. (4) Extensive experience operating and maintaining machinery and equipment. (5) An understanding of the role and functions of the Parks and Conservation Service and the ACT Government. (6) Demonstrated ability to consistently display commitment to the implementation of the principles of workplace diversity, participative work practices, workplace health and safety, and compliance with the requirements of the Territory Records Act. 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](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

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

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

## **Climate Change and Sustainability**

### **Carbon Neutral Government**

#### **Program Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36735)**

Gazetted: 19 July 2018

Closing Date: 2 August 2018

Details: A great opportunity exists for a motivated and experienced Senior Manager. The Climate Change and Sustainability Division is looking for a flexible, responsive, collaborative and self-directed person who is motivated to work within a fast paced environment. The successful applicant will lead a team responsible for delivering carbon neutrality in government operations in a cost effective manner by 2020. They will coordinate whole of government action under the Carbon Neutral Government (CNG) Framework, the CNG Fund and the Enterprise Sustainability Platform. This position requires demonstrated leadership, experience delivering multifaceted whole of government programs, strong communications skills and a focus on partnering with other ACT Government agencies.

Note: This is a temporary position available until 30 June 2019. The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.  
Contact Officer: Geoffrey Rutledge (02) 6207 5001 geoffrey.rutledge@act.gov.au

**Environment**  
**Parks and Conservation Services**  
**Capital Works Design Delivery**  
**Senior Project Officer**  
**Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 41072)**

Gazetted: 24 July 2018

Closing Date: 7 August 2018

Details: This is a temporary position for delivery of the Best of Canberra mountain bike experience capital works project. The position requires well developed skills in stakeholder management and project management, as well as detailed knowledge of recreation management and conservation land management. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability to apply.

Eligibility/ Other Requirements: Mandatory: Relevant professional tertiary qualifications in Project Management, Environmental Science, Natural Resource Management, Landscape Architecture, Planning or a related field.

Note: This is a temporary position available until 31 December 2019 with the possibility of extension. Selection may be based on application and referee reports only. This position is part-time at 22:05 hours per week (three days a week) and the full-time salary noted above will be paid pro-rata. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Sophie Clement (02) 6207 4857 sophiej.clement@act.gov.au

**Climate Change and Sustainability**  
**Carbon Neutral Government**  
**Energy Project Officer**  
**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41054, Several)**

Gazetted: 24 July 2018

Closing Date: 5 August 2018

Details: An exciting opportunity exists in the Carbon Neutral Government (CNG) team for a highly organised, flexible individual who has strong leadership skills and a focus on environmental sustainability, primarily in resource efficiency of natural gas in the built environment. The successful candidate will be knowledgeable in project management with responsibility for developing energy efficiency and greenhouse gas reduction projects from government assets for the Carbon Neutral ACT Government Framework and the CNG Fund.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension. The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.

Contact Officer: Paul Sutton (02) 6207 0270 paul.sutton@act.gov.au

**Climate Change and Sustainability**  
**Carbon Neutral Government**  
**Senior Energy Project Officer**  
**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41050)**

Gazetted: 24 July 2018

Closing Date: 7 August 2018

Details: An exciting opportunity exists in the Carbon Neutral Government (CNG) team for a highly organised, flexible individual who has strong leadership skills and a focus on environmental sustainability, primarily in resource efficiency of natural gas in the built environment. The successful candidate will be knowledgeable in project management with responsibility for coordinating and developing energy efficiency and greenhouse gas

reduction projects from government assets for the Carbon Neutral ACT Government Framework and the CNG Fund.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension. The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.

Contact Officer: Paul Sutton (02) 6207 0270 paul.sutton@act.gov.au

## **Climate Change and Sustainability**

### **Climate Change**

#### **Electric Vehicles Program Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41049)**

Gazetted: 20 July 2018

Closing Date: 7 August 2018

Details: A great opportunity exists in the Climate Change team for a self-motivated and organised individual, who has a strong policy and stakeholder focus. The Climate Change and Sustainability Division is seeking a Program Officer to implement the ACT Government's zero emissions vehicles strategy and assist ACT Government agencies to reduce emissions from their fleets. The successful candidate will have a strong focus on fleet (passenger or public transport) management, electric vehicle technologies and associated infrastructure. The successful candidate will be knowledgeable in project management, be highly motivated and have the ability to work independently or as part of a team. The ability to prepare high quality technical reports, correspondence and visual communication material will be beneficial.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension. The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.

Contact Officer: Antonio Mozqueira (02) 6205 4820 antonio.mozqueira@act.gov.au

## **Climate Change and Sustainability**

### **Climate Change**

#### **Electric Vehicles Policy Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41048)**

Gazetted: 20 July 2018

Closing Date: 7 August 2018

Details: A great opportunity exists in the Climate Change team for a self-motivated and organised individual, who has a strong policy and stakeholder focus. The Climate Change and Sustainability Division is seeking a Senior Policy Officer to develop high level policy advice with a strong focus on fleet (passenger or public transport) management, electric vehicle technologies and associated infrastructure. As part of a small team the successful candidate will implement the ACT Government's zero emissions vehicles plan. The successful candidate will be skilled and knowledgeable in policy development and project management, be highly motivated and have the ability to work independently or as part of a team. Demonstrated experience in determining priorities, completing work demands and coordinating activities to meet deadlines will be beneficial.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension. The Environment, Planning and Sustainable Development Directorate will be moving to a new work place designed for activity – based working (ABW) in February 2020. Under ABW arrangements officer will not have a designated workstation/desk.

Contact Officer: Antonio Mozqueira (02) 6205 4820 antonio.mozqueira@act.gov.au

## **Planning Delivery**

### **Leasing Services**

#### **Senior Licensing Officer**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40966)**

Gazetted: 20 July 2018

Closing Date: 27 July 2018



Details: The Leasing Services Section is responsible for managing the leasehold tenure system in accordance with the *Planning and Development Act 2007*, the National Capital Plan and the Territory Plan. The Section provides a range of services to government, industry and the general community including the assessment and determination of unit title applications, community titles, further leases, transfers, land rent payouts and rural leasing. The Section also assists in the management and administration of the licensing system for the use of unleased Territory land. The Position requires demonstrated expertise in land management, administrative law or other professional area relevant to leasehold administration. The occupant of the position will have the capacity to quickly acquire knowledge of the relevant policies, legislation and technical requirements together with a strong focus on customer service and timely delivery of required outcomes. The position is responsible for the management and administration of the telecommunications licensing scheme while it is undergoing a period of systemic change. Duties that are significant to the role include assisting the ACT Valuation Office to set licence fees, as well as liaising with the carriers, their consultants and solicitors to issue telecommunication licences. The position will also need to identify and fix any legacy issues with the previous licensing system about to be retired.

Eligibility/Other Requirements: Tertiary qualifications and/or relevant experience in management, land management or administrative law is/are highly desirable.

Note: This is a temporary position available until 30 June 2019.

Contact Officer: Sam Zeller (02) 6205 6132 sam.zeller@act.gov.au

## **Health**

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

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

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

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

##### **Office of Chief Psychiatrist**

##### **Addiction Medicine**

##### **Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 17549)**

Gazetted: 26 July 2018

Closing Date: 9 August 2018

Overview of the work area and position:

Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include:

Rehabilitation and Speciality Services o Adult Community Mental Health Services o Adult Acute Mental Health Services. Alcohol & Drug Services. Child & Adolescent Mental Health Services (CAMHS) Justice Health Services. The Alcohol and Drug Services (ADS) incorporates 6 areas including the Opioid Treatment Service, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT. The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs. Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue. 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. Preferred: Fellowship of the Australasian College of Physicians (RACP) or equivalent specialist qualification, and Fellowship of the Australasian Chapter of Addiction Medicine (FACHAM) or

equivalent specialist qualification. Considered: Fellowship of the Royal Australian and New Zealand College of Psychiatrists (RANZCP) or equivalent specialist qualification, and RANZCP Certificate of Advanced Training in Addiction Psychiatry. 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 and vaccination processes against specified infectious diseases.

Contact Officer: Dr Mandy Evans, A/g Chief Psychiatrist (02) 6205 0687 [ChiefPsychiatrist@act.gov.au](mailto:ChiefPsychiatrist@act.gov.au)

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**

### **Surgery and Oral Health**

#### **Medical Staff**

#### **Acute Surgical Unit, General Surgery**

#### **Staff Specialist Band 1-5**

**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 31804)**

Gazetted: 26 July 2018

Closing Date: 9 August 2018

Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging 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, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. This position will be responsible for the provision of acute/trauma surgical care for the Acute Surgery Unit (ASU), as well as providing teaching, research and the opportunity to pursue interest in other areas relevant to acute surgery care. As with all Staff Specialist appointments, there is also an administrative component to the position. The Acute Surgery Roster involves an 8-week cycle which will see the on call consultant on site at TCH from 07.00-18.00 Monday to Friday. Operative procedures are performed by the Acute Surgeon of the day, with the assistance of a designated registrar and senior registrar. 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 Australasian College of Surgeons or equivalent specialist qualifications. Must hold a current ACT driver's license. 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 20 hours per week.

Contact Officer: Melanie Applebee (02) 6244 3207 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**

### **Surgery and Oral Health**

#### **Surgical Administration**

#### **Nurse Manager Surgical Wards**

**Registered Nurse Level 3.2 \$114,377, Canberra (PN: 22408)**

Gazetted: 26 July 2018

Closing Date: 9 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 provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic

priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging 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, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Nursing Leadership team is responsible for the strategic and operational management of the Surgery and Oral Health Division nursing workforce, ensuring safe, efficient and effective operations of the business units in the Division. This position reports directly to the Assistant Director of Nursing Surgical Wards and is responsible, in collaboration with the individual Ward Clinical Nurse Consultants, for the management of the physical, fiscal and human resources in inpatient surgical wards. Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post graduate qualifications in Advanced Nursing or related field. Please note 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: This is a temporary position available for a period of 12 months. Contact Officer: Jillian Davis 0478 404 894 jillian.davis@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Cardiology**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 14837)**

Gazetted: 26 July 2018

Closing Date: 9 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 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. Overview of the work area and position: 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. The Cardiac and Heart Function Rehabilitation Programs provides an inpatient and outpatient service to patients with cardiovascular disease and Heart Failure (including cardiothoracic surgical patients). The main role of a registered nurse in the program is to provide high quality care, advanced nursing assessment skills, education, support and counselling to individuals and patient

groups at risk of or affected by Cardiovascular Disease and Heart Failure. The program works alongside a multidisciplinary team utilising their skills, to deliver a holistic model of care. Education around optimal self-management principles is provided using and supported by evidence based practices. The service is delivered in the inpatient and pre-operative setting, in the early stages after discharge and during the entirety of the patient's attendance at Cardiac or Heart Function Rehabilitation programs.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: A registered nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or a registered nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field. 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 12 months. 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. The Cardiac and Heart Function Rehabilitation Program at Canberra Hospital is seeking skilled and motivated experienced Registered Nurses to fill vacancies in the department for back fill leave over a 12 month period. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Margaret McManus (02) 6174 7216 margaret.mcmanus@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Renal**

#### **Acute Haemodialysis Nurse**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22330)**

Gazetted: 26 July 2018

Closing Date: 9 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 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. Overview of the work area and position: 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. The Renal Network offers a range of services for patients with various stages of renal impairment across ACT and Southern NSW. These include Chronic Kidney Disease clinics, acute, satellite and home dialysis services, pre and post transplantation services, hypertension clinics and a supportive care clinic. This team has a multidisciplinary approach with an emphasis on research and evidence based practice and is committed to partnering with patients to provide excellent care. The Acute Haemodialysis nurse will be required to work across the acute and satellite dialysis units. This includes participation in the provision of after-hours care including the on call roster. The position is based at the Canberra Hospital in the ACT and reports to the Clinical Nurse Consultant of Acute Haemodialysis Unit.

Eligibility/Other Requirements: Mandatory: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: Post graduate studies relevant to the speciality field. Current driver's licence.

Contact Officer: Chari Mercado (02) 6244 3363 chari.mercado@act.gov.au

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Clinical Records**

**SNAP Assessment Officer**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 31385)**

Gazetted: 26 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. Overview of the work area and position: The Clinical Record Service (CRS) is primarily responsible for the management and storage of the centralised ACT Health clinical record and to ensure correct patient identification. The community-based Clinical Records Unit (CRU) is a sub unit of the Clinical Records Service. The unit is responsible for managing clinical records for community-based services across several divisions. This includes tracking records to and from various sites and scanning records into the clinical record information system (scanning solution). Sub and Non-Acute Patient (SNAP) Assessment officers work within a multi-disciplinary team environment and are responsible for assigning appropriate care types for inpatient episodes of care, according to the primary clinical management intention. Care type changes are performed to ensure sub-acute and non-acute inpatient episodes of care are funded according to activity. SNAP Officers also undertake comprehensive assessments for sub- and non-acute inpatients, including RUG-ADL, FIM, HoNOS65+ and Palliative Phases. Subacute services play an integral part within the health care continuum, supporting patients to maximise their independence and capabilities and, in doing so, minimise long-term health and community care needs. Sub-acute care focuses on care delivered from a multidisciplinary approach and as such promotes communication and facilitates consistent pathways from acute care to discharge.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) *OR (For Non-AHPRA registered professions) Membership (or eligibility for membership) with relevant professional board/association.* Desirable: Hold accreditation or trained in recognised clinical assessment tools, such as; Functional Independence Measure (FIM); Health of the Nation Outcome Scales (HoNOS65+); Resource Utilisation Group Activities of Daily Living (RUG-ADL), and/or; Palliative Care Phase; current driver's licence. 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 eight months with the possibility of extension. This is a full-time position, standard office hours Monday to Friday.

Contact Officer: Frances Duffey (02) 6244 3462 frances.duffey@act.gov.au

**Canberra Hospital and Health Services**

**Rehabilitation, Aged and Community Care**

**Allied Health**

**Community Care Occupational Therapist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 28443, several)**

Gazetted: 26 July 2018

Closing Date: 9 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 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 and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. 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. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for Allied Health Profession. 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.

Note: There are permanent and temporary full-time and part-time positions available. An order of merit will be established for filling temporary or permanent positions at level within the next 12 months from this process.

Contact Officer: Dominic Furphy (02) 6205 1224 dominic.p.furphy@act.gov.au

**Canberra Hospital and Health Services  
Rehabilitation Aged and Community Care  
Transitional Therapy and Care Program  
Liaison Officer**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 16889)**

Gazetted: 26 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. 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. 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 Transitional Therapy and Care Program (TTCP) is a short-term program that aims to optimise the functioning and independence of older people post discharge from hospital. The program is for a maximum of 12 weeks and is provided in either a 15 bed low level care facility, located at Red Hill or in the client's home. The Transitional Therapy and Care Program team consists of a multidisciplinary team including physiotherapists, occupational therapists, dietitian, social worker, speech pathologist and allied health assistants. Under the direction of the TTCP Allied Health Manager, the Liaison Officer is based at The Canberra Hospital and is responsible for the support of clients in order for them to access the Transitional Therapy and Care Program and for supporting the overall delivery of the program from both The Canberra Hospital and National Capital Private Hospital. This is achieved through liaising with the patient and ward staff to coordinate appropriate referrals, assessing clients for appropriateness and facilitating discharge from hospital onto the program. Eligibility/Other Requirements: Mandatory: Degree or Diploma in a recognised Allied Health Profession; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); and a current driver's licence. Desirable: Previous experience working in the rehabilitation and aged care within a hospital setting. 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 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 employment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Johanna Hunter (02) 6205 3964 johanna.hunter@act.gov.au

## **Canberra Hospital and Health Services**

### **Pathology**

### **Customer Services**

### **Collections Manager**

### **Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 16196)**

Gazetted: 26 July 2018

Closing Date: 9 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. 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. 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. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both Canberra and Calvary Hospitals operating 24 hours, seven days a week all year

round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: Customer Services, ACT Pathology is responsible for the collection of pathology samples from patients within The Canberra, Calvary and University of Canberra Public Hospitals and outpatients collection centres. Under broad direction of the Manager of Customer Services the Collections Manager will be responsible for coordination of staffing at ACT Pathology's seven collection centres and the four hospital ward rounds. You will be involved with rostering, recruitment, management of training, competencies and evaluations of over fifty staff. This position will play a key role in providing leadership, support and advice in a management support role ensuring the effective and efficient collection of Pathology specimens for diagnostic processing in ACT Pathology's relevant laboratories.

Eligibility/Other Requirements: Mandatory: Associate Diploma or equivalent qualification from TAFE or vocational training provider in a health industry discipline, or relevant experience and training which enables the officer to competently perform the duties appropriate to the office; current Australian driver's licence; minimum of five years' experience in Pathology collections. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Monica Brady (02) 6244 2835 monica.brady@act.gov.au

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

**Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 40862)**

Gazetted: 26 July 2018

Closing Date: 9 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. 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 Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The nursing position is based in the Belconnen 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 (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 under close supervision. The applicant will be 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: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Please note prior to commencement successful candidates will be required to: comply with ACT Health occupational screening requirements related to immunisation; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; undergo a pre-employment Police check and current driver's licence.

Note: The ACMHS are currently undergoing a redesign process that may influence the placement of staff within this program.

Contact Officer: Graham Twycross (02) 6205 1477 graham.twycross@act.gov.au

## **Canberra Hospital and Health Services**

### **Medicine**

#### **Acute Support Services**

#### **Social Worker**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 19192)**

Gazetted: 26 July 2018

Closing Date: 9 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. Overview of the work area and position: Social Work Service provides leadership in psychosocial care of patients and their families or carers. Services include crisis support, assessment and identification of issues and concerns, problem solving, counselling and linkage with specialist services, access to resources, discharge planning and advocacy. The overall function of the position is to promote positive client outcomes through the provision of high quality clinical services, networking and liaison with service providers, health promotion activities and education. Quality improvement, research, provision of supervision and rotation across clinical areas and ability to work as part of a multidisciplinary team are expected roles of this position.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work. Current membership or eligibility for membership of the Australian Association of Social Workers. At least one year's social work experience.

Current driver's licence. Desirable: Previous hospital experience. 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*. 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. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a part-time position at 23.09 hours per week and the full-time salary will be paid pro-rata. This position may be required to participate in overtime, on call, and/or rotation roster.

Contact Officer: Fiona Holihan (02) 6244 2316 fiona.holihan@act.gov.au

## **Canberra Hospital and Health Services**

### **Pathology**

#### **Haematology**

#### **Scientist**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 28786, several)**

Gazetted: 26 July 2018

Closing Date: 9 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 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. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both the Canberra Hospital and Calvary Hospital operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: ACT Pathology is a division of the Canberra Hospital and Health Service offering a diagnostic Pathology service to the ACT and surrounding region. The Haematology laboratory is a tertiary facility performing highly complex time consuming investigations in the areas of Haemostasis, Immunophenotyping, Bone Marrow Transplant, Haematology, Morphology and Transfusion on difficult patients with a wide range of co-morbidities. Under direction, the Scientist role is responsible for the provision of Haematology, Coagulation and Transfusion procedures. The Scientist role is a key position involved in the troubleshooting of instrumentation, monitoring of Quality Control, analysis of results, provision of blood and blood products for the Haematology laboratories at Canberra and Calvary Hospitals. Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Science. Desirable: Previous experience working in a clinical Haematology Laboratory or similar setting. Relevant Post Graduate qualifications. 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: There are several positions available. An order of merit list may be established to fill future vacancies at level over the next 12 months. The Scientist position is required to work 24/7 shifts including night, weekends and public holidays.

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

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

#### **University of Canberra Hospital**

#### **Occupational Therapist**

#### **Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 32186)**

Gazetted: 26 July 2018

Closing Date: 9 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. 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; be registered or be 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 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of twelve months. This position maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Jane Lawrence 0403 127 056 jane.lawrence@act.gov.au

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

**Enrolled Nurse Level 1 \$57,635 - \$61,578, Canberra (PN: 04453)**

Gazetted: 26 July 2018

Closing Date: 9 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. Overview of the work area and position: The Community Care Program (CCP) Community Nursing Service delivers a range of community-based technical nursing services to residents of the ACT. The Link team is responsible for providing afterhours nursing services to patients with a broad range of needs within the ACT community by coordinating the afterhours rapid response service for community nursing including weekends and ACT public holidays. This part time role is instrumental to providing effective support to patients in the community to enable them to remain in their own environment wherever possible. The role oversees interventions which actively contribute to the prevention of unnecessary presentations to acute facilities.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); a current driver's licence. Desirable: Diploma in Nursing or equivalent. 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 is a permanent part-time night duty position of 35:00 hours per week and the full-time salary noted above will be paid pro-rata. This role will operate on a 5x2 roster rotation. Occasional extra shifts up to fulltime hours are available.

Contact Officer: Leontine Muis (02) 6244 2900 leontine.a.muis@act.gov.au

**Canberra Hospital and Health Services  
University of Canberra Hospital  
Occupational Therapist  
Health Professional Level 1 \$57,941 - \$73,823 , Canberra (PN: 32186)**

Gazetted: 26 July 2018

Closing Date: 09 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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multi-disciplinary 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; be registered or be 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 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of twelve months. This position maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Jane Lawrence 0403 127 056 [jane.lawrence@act.gov.au](mailto:jane.lawrence@act.gov.au)

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Emergency Department**

#### **Administration Officer**

#### **Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 17302, several)**

Gazetted: 26 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 Division of Critical Care is a business unit of Canberra Hospital & Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department; Capital Region Retrieval Services; Intensive Care Unit; Acute Clinical Services Unit; and Research and Service Development Unit. Overview of the work area and position: The Emergency Department Administration Officer provides day-to-day administrative support to the Canberra Hospital Emergency Department, 24 hours a day, seven days a week. The positions reports to the Emergency Department (ED) Administration Manager, Division of Critical Care. Applicants will need to participate in the administrative activities within the Emergency Department such as patient registration, bed management, discharge patients and the coordination of medical records within a discreet unit to achieve the provision of high quality customer service 24 hours a day, seven days a week.

Eligibility/Other Requirements: Desirable: Knowledge of ACT Patient Administration System (ACTPAS); knowledge of the Emergency Department Information System. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: There are several temporary positions available for a period of 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. The successful applicant must have the ability to work on a 24 hour, 7 days a week rotating roster.

Contact Officer: Sarah Ryan (02) 6244 4415 sarah.ryan@act.gov.au

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

#### **Women Youth and Children**

#### **Women, Youth and Children Operational**

#### **Outpatient Administration Officer**

#### **Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 21645)**

Gazetted: 26 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. 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. The ACT Health division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres. Overview of the work area and position: The Administrative Services Officer Class 2 (ASO2) position, under general direction, provides a high level of administrative support including reception duties such as scheduling, booking and co-ordinating patients into the service through Clinical Portal and ACT Patient Administration System (ACTPAS), screen incoming phone calls and correspondence, communicate with patients and provide administration assistance as necessary in accordance with the Ambulatory Care Procedures.

Eligibility/Other Requirements: 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: Jessica Pendergast (02) 6174 7677 [jessica.pendergast@act.gov.au](mailto:jessica.pendergast@act.gov.au)

**Canberra Hospital and Health Services  
Cancer Ambulatory and Community Health Support  
Ambulatory Care  
Customer Service Officer**

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 36721)**

Gazetted: 26 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. Overview of the work area and position: An exciting opportunity exists to join the dynamic, customer focused Central Outpatients team, providing day to day operational support to clinical staff for the smooth running of clinics. The successful applicants will be working as part of a team in a busy and dedicated health environment. You will need to effectively communicate and liaise with members of the public and staff at all levels whilst providing reception support including bookings, wait list management, data entry, billing, phone duties and coordination of clinical records management. As part of the team you will actively contribute to the achievement of key performance indicators.

Eligibility/Other Requirements: Desirable: Applicants will ideally have previous experience working in a busy customer service environment; excellent customer service skills; strong verbal communication skills and the ability to communicate with ease at all levels; written skills with attention to detail; strong organisational skills and ability to prioritise and meet deadlines; capacity to work well within a team; a high level of personal integrity and discretion; sound keyboard skills and the ability to use health based Information Technology (IT) systems. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of six months. A phone and face to face interview may be conducted along with testing for attention to detail as part of the selection process. This position will be filled at either the Administrative Services Officer Level 2 (ASO2) or Administrative Services Officer Level 3 (ASO3) level, dependent on the skills and experience of the successful applicant. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Shaun Griffiths (02) 6207 4700 [shaun.griffiths@act.gov.au](mailto:shaun.griffiths@act.gov.au)

**Canberra Hospital and Health Services  
Women Youth and Children  
Operational Outpatient  
Administration Officer**

**Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 21645)**

Gazetted: 23 July 2018

Closing Date: 02 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. 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. The ACT Health division of Women's, Youth and Children's provides a broad range of primary, secondary and tertiary health services. The division has a strong focus on clinical governance to ensure quality of services this is underpinned by our partnerships with our consumers and other service providers. We are a family centred, multidisciplinary team that delivers care in Canberra Hospital and health Services, Community Health Centres, client's homes, schools and Child and Family centres. Overview of the work area and position: The Administrative Services Officer Class 2 (ASO2) position, under general direction, provides a high level of administrative support including reception duties such as scheduling, booking and co-ordinating patients into the service through Clinical Portal and ACT Patient Administration System (ACTPAS), screen incoming phone calls and correspondence, communicate with patients and provide administration assistance as necessary in accordance with the Ambulatory Care Procedures.

Eligibility/Other Requirements: 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: Jessica Pendergast (02) 6174 7677 [jessica.pendergast@act.gov.au](mailto:jessica.pendergast@act.gov.au)

**Canberra Hospital and Health Services**  
**Rehabilitation, Aged and Community Care**  
**Rehabilitation Allied Health**  
**Occupational Therapy Assistant**  
**Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 35331)**

Gazetted: 26 July 2018

Closing Date: 9 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. 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. 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. This position will initially be based at the Canberra Hospital working on the aged care wards. Under supervision of the Allied Health Professional (AHP), Allied Health Assistants are responsible for providing day to day occupational therapy services to a range of patients within a designated caseload area. The position provides assistance in meeting the caseload requirements of the broader Occupational Therapy Team. Allied Health Assistants have direct clinical supervision from an Occupational Therapist and are supported by an experienced team of clinicians and other Allied Health Assistants. Eligibility/Other Requirements: Mandatory: Certificate IV (or equivalent) in Allied Health Assistance and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment

Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health 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 employment being made; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 18:38 hours per week and the full-time salary noted above will be paid pro-rata. This position maybe required to participate in overtime, on call and/or rotation roster. Contact Officer: Jane Lawrence (02) 6244 2904 jane.lawrence@act.gov.au

## **Justice and Community Safety**

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

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

### **ACT Corrective Services**

#### **Detainee Services**

#### **Offender Services and Programs**

#### **Programs Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 11237, several)**

Gazetted: 23 July 2018

Closing Date: 20 August 2018

Details: ACT Corrective Services (ACTCS) is seeking applications from passionate and motivated professionals for the position of Corrections Programs Officer. These positions are based at the Alexander Maconochie Centre (AMC), in a highly skilled team committed to effective program delivery for offenders and detainees in both the community and in custody and are available on a permanent basis. Working closely with other Programs Officers, under the direction of a Team Leader, you will deliver therapeutic and psycho educational programs to detainees in the Alexander Maconochie Centre and offenders engaged with Community Corrections. This is a unique opportunity for the right candidates to work with challenging clients in facilitating high quality programs with a strong focus on reducing risk and encouraging rehabilitation. You will deliver programs in line with national best practice and further, you will provide professional advice, input and support in relation to all aspects of program planning and delivery within the AMC and Community Corrections. To be successful in this role you will be able to demonstrate an understanding of and commitment to, contemporary best practice in relation to program facilitation. You will also be able to demonstrate significant skill and expertise (or a capacity to quickly develop relevant skill and expertise) in trauma informed practice, research, planning, 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 verbal and written reports.

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 resume; (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.

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

Contact Officer: Catherine Garrington (02) 6207 0784 catherine.garrington@act.gov.au



**ACT Human Rights Commission**

**Aboriginal and Torres Strait Islander Cultural Adviser and Community Liaison Officer  
Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38209)**

Gazetted: 19 July 2018

Closing Date: 2 August 2018

Details: The ACT Human Rights Commission is seeking an experienced, motivated and passionate person to join our business unit as an Aboriginal and Torres Strait Islander Cultural Adviser and Community Liaison Officer. Duties of the Aboriginal and Torres Strait Islander Cultural Adviser and Community Liaison Officer include: Develop relationships with Aboriginal and Torres Strait Islander stakeholders, represent the Commission in meetings, and organize events to promote the roles and services of the Commission, provide support and assistance to Aboriginal and Torres Strait Islander people to access the services of the Commission. The ACT Human Rights Commission values its diverse work team. Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with disability and those who identify as LGBTIQ 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. The successful applicant will be able to develop and maintain positive relationships, and communicate effectively and sensitively, with Aboriginal and Torres Strait Islander communities, and with government and non-government agencies, using a range of communication and interpersonal skills that can be varied to suit different audiences. They will be able to promote diversity and the values and ethos of the public service, including by developing and delivering culturally respectful community education programs that facilitate effective outcomes. They will also have sound problem solving skills and working knowledge (or be able to quickly develop working knowledge) of Government processes, relevant legislation and best practice.

Eligibility/Other Requirements: A *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/1804position](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804position).

Note: This is a temporary part-time position available for a period of 12 months at 22:03 hours per week and the full-time salary noted above will be paid pro rata. Please see the role description for a full list of duties and responsibilities, and the selection criteria for the role. Interested applicants should send three page pitch with your curriculum vitae and contact details of at least two referees to [jobs@act.gov.au](mailto:jobs@act.gov.au). The three page response should be written in the form of a pitch and should not specifically address the selection criteria, but indicate your capacity to perform the duties and responsibilities at the specified classification. This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.

Contact Officer: Gabrielle McKinnon (02) 6205 2222 [gabrielle.mckinnon@act.gov.au](mailto:gabrielle.mckinnon@act.gov.au)

**Legislation, Policy and Programs**

**Governance and Business Support**

**Business Support Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 43412)**

Gazetted: 25 July 2018

Closing Date: 8 August 2018

Details: Legislation, Policy and Programs is seeking a motivated person who is well organised and possesses good communication skills to provide administrative assistance to our busy Governance and Business Support section. The successful applicant will be required to perform a wide variety of administrative tasks including the preparation and monitoring of accounts, journals, financial reports, arrange staff training and travel, asset management, ICT, stationery orders and much more. This position is required to provide relief executive assistance to the Executive Director and Deputy Executive Directors, including taking minutes at meetings.

Eligibility/Other Requirements: Experience in Oracle and an understanding of the financial framework in the ACT Government would be an advantage.

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

Contact Officer: Thalia Campbell (02) 6207 0537 [thalia.campbell@act.gov.au](mailto:thalia.campbell@act.gov.au)

**ACT Corrective Services**

**Custodial Operations**

**Offender Services and Corrections Programs**

**Manager, Offender Services and Corrections Program**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 15604)**

Gazetted: 19 July 2018

Closing Date: 3 August 2018

Details: The Offender Services and Corrections Programs Unit (OSCP) within ACT Corrective Services (ACTCS) is seeking applications from highly motivated, experienced and suitable individuals to fill the position of Manager, Offender Services and Corrections Programs Unit (SOGB). The successful applicant will be responsible for managing and supporting the Offender Services and Corrections Programs teams, ensuring a positive approach to enhancing reintegrative activity and effective Case Management plans are established and implemented. You will also be responsible for managing new projects and ongoing initiatives, including the implementation and periodic review of OSCP policies, procedures, contracts, agreements and services. Further to this, you will also be responsible for developing and maintaining positive relationships and culture with key stakeholders, representing the Offender Services and Corrections Programs units to external stakeholders and negotiating and influencing views of complex issues. In addition, you will identify and respond to new and emerging strategic issues that impact on the operating environment and coordinate the development of strategic plans, provide high quality reports, submissions, briefs and correspondence on a number of complex issues, as required, and possess an in-depth understanding of government policy, directions, objectives and service delivery functions. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills.

Eligibility/Other Requirements: Relevant tertiary qualifications and/or equivalent correctional experience are desirable; eligible applicants may be required to undertake psychological aptitude testing as part of the assessment process; demonstrated experience and/or willingness to work with detainees and offenders on a daily basis is essential; current unencumbered driver's licence and a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804). Note: This is a temporary position available for a period of 12 months with the possibility of extension.

Contact Officer: Anna Kirkham (02) 6205 4818 [anna.kirkham@act.gov.au](mailto:anna.kirkham@act.gov.au)

**ACT Emergency Services Agency**

**Executive Officer**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 25102, several)**

Gazetted: 20 July 2018

Closing Date: 3 August 2018

Details: Applications are sought for two temporary opportunities of 12 months within the ACT Emergency Services Agency (ESA) for a suitably and experienced professional fill the role of Executive Officer to the ESA Commissioner or Chief Officer, ACT Fire and Rescue (CO, ACT FandR). Under the general direction of the ESA Commissioner or CO ACTFandR, the Executive Officer will support the ESA Commissioner or CO, ACT FandR by providing efficient and cohesive management and advice at a senior level; managing the governance of key Committees, including coordinating meetings and activities; managing stakeholder relationships and networks; preparing high-level correspondence, briefs, submissions and reports; and, working collaboratively with key external partners to deliver projects objectives and outcomes. The successful applicant will clearly demonstrate: experience in working with, and supporting, senior/Executive manager(s); a proven ability to work collaboratively in a small team environment to deliver outcomes; a proven ability to undertake detailed analysis to inform policy and support decision making at Executive/senior management levels; superior written and verbal communication skills, with an ability to prepare and edit complex documents, and a proven ability to build, maintain and leverage strong networks internally and externally.

Eligibility/Other Requirements: Tertiary qualifications and management experience in the public service is highly desirable.

Note: There are two positions available, Executive Officer to ESA Commissioner (PN 24880) Temporary for 12 months with the possibility of extension and Executive Officer to Chief Officer ACT Fire and Rescue (PN 25102) Temporary for a period of 12 months. Additionally, these are designated security assessed positions. A security clearance is not mandatory for the application process but the ability to obtain the security clearance is

mandatory. To apply for this role, please review the position description and provide a two page (maximum) application that identifies which role(s) you are applying for, why you are interested in the role(s) and the professional skills and experience you would bring to the role(s), in relation to the above criteria. Please attach a current resume, including the name and contact details of two referees. An order of merit will be established for filling positions at level within the next 12 months from this process.

Contact Officer: Mark Brown (02) 6207 8122 [mark.brown@act.gov.au](mailto:mark.brown@act.gov.au) or Frank Marando (02) 6207 0367 [frank.marandoesa@act.gov.au](mailto:frank.marandoesa@act.gov.au)

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

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

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

#### **Transport Canberra**

##### **Light Rail**

##### **Construction**

##### **Director, Light Rail Operations**

**Executive Level \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant, Canberra (PN: E1008)**

Gazetted: 24 July 2018

Closing Date: 7 August 2018

Details: The Director, Light Rail Operations is a key role within TCCS responsible for overseeing the successful operational delivery into operations of light rail by the contracted partner. The Director will lead a small team which will subsequently ensure the responsibilities of both the Territory and Canberra Metro under the Project Agreement are met during the Operating Phase of Light Rail. The team manages the interactions with the Light Rail Operator and also leads co-ordination across the ACT Government of related activities, including emergency services, roads interfaces, legislation, planning approvals and ticketing and revenue protection.

Remuneration: The position attracts a remuneration package ranging from \$237,513 to \$247,667 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$184,627.

Contract: The successful applicant will be engaged under a performance based contract for a period of 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 Scott Lyall, [Scott.lyall@act.gov.au](mailto:Scott.lyall@act.gov.au), (02) 6205 2754

#### **City Services**

##### **Traffic Management and Safety**

##### **Special Events Officer**

**Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 23585)**

Gazetted: 24 July 2018

Closing Date: 7 August 2018

Details: Roads ACT are seeking candidates to fill the vacant Special Events Officer role. The successful candidate will work within the Traffic Management and Safety team to deliver solutions to parking related issues; manage all paperwork related to compliance and coordination of Temporary Traffic Management's (TTM) special events. The successful person will be motivated, willing to learn and be a team player.

Contact Officer: Snezana Dimitrovska (02) 6207 6570 [snezana.dimitrovska@act.gov.au](mailto:snezana.dimitrovska@act.gov.au)

#### **City Services**

##### **City Presentation**

##### **City Rangers**

##### **City Ranger**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 18864, several)**

Gazetted: 19 July 2018

Closing Date: 2 August 2018

Details: Are you looking for a dynamic, physically challenging, highly rewarding and valued role within the community? Well maybe a role within Licensing and Compliance, City Rangers is for you? City Rangers are a team within Licensing and Compliance and are responsible for public safety regulating the use and management of public land. Using the ACT Government's 'Engage, Educate and Enforce' model of compliance, rangers promote and regulate legislation in accordance with the *Public Unleased Land Act 2013*, *Litter Act 2004*, *Uncollected Goods Act 1996* and the *Nature Conservation Act 1980*. Along with other functions, City Rangers respond to incidents of public safety and ensure compliance with the use of, or alteration to public land, littering, illegal dumping, and abandoned and unattended vehicles. Duties include: regulating activities on open spaces and city places including litter and illegal dumping; attending to issues of public safety including abandoned vehicles, overhanging foliage and the collection of sharps, and working in both field and office environments. This position works within a small team and reports directly to the Senior Ranger, City Rangers.

Eligibility/Other Requirements: Mandatory: must have full current driver's licence; be prepared to wear a uniform; be available to work rostered shifts with on-call capacity, and be prepared to undergo a medical for fitness for duty. Desirable: prior experience or the ability to use Information Technology (IT) systems (including word processing); knowledge of the *Public Unleased Land Act 2013*, *Litter Act 2004* and *Uncollected Goods Act 1996* would be highly beneficial, and Certificate IV in Government Investigation or have the ability to acquire this qualification.

Note: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Selection may be based on application and referee reports only, however an interview may be requested. Candidates should include a supporting statement of no more than a pages per criterion when addressing the selection criteria. Please include the contact details of at least two referees including your current supervisor or line manager.

Contact Officer: Eva Cawthorne (02) 6207 5181 [eva.cawthorne@act.gov.au](mailto:eva.cawthorne@act.gov.au)

## **City Services**

### **Roads ACT**

#### **Traffic Management and Safety**

#### **Drafting and Investigations Officer**

#### **Infrastructure Officer 1 \$66,251 - \$78,280, Canberra (PN: 29474)**

Gazetted: 24 July 2018

Closing Date: 7 August 2018

Details: Roads ACT are seeking candidates to fill the vacant Drafting and Investigations Officer role. The successful candidate will work within the Traffic Management and Safety team to deliver designs for Minor New Works; maintain various databases; and various investigative processes in relation to the road network and associated assets. The successful person will be motivated, willing to learn and be a team player.

Contact Officer: Snezana Dimitrovska (02) 6207 6570 [snezana.dimitrovska@act.gov.au](mailto:snezana.dimitrovska@act.gov.au)

## **City Services**

### **Birrigai**

#### **Facilities, Gardens and Grounds Maintenance Officer**

#### **General Service Officer Level 5/6 \$52,198 - \$57,445, Canberra (PN: 30615)**

Gazetted: 25 July 2018

Closing Date: 16 August 2018

Details: A vacancy currently exists for a highly motivated and responsible Facilities Officer at Birrigai. The position includes routine and minor maintenance in and around the buildings and grounds maintenance over our large site. The successful applicant will be required to work under limited direction to complete both assigned tasks while also identifying additional works required on the site. Due to the semi-autonomous nature of the role strong communication skills and a positive willing attitude are necessary to allow the successful applicant to report on activities and issues as they arise. The Birrigai site occupies approximately 170 hectares of land and includes numerous buildings, adventure activity equipment and outdoor garden beds. Being a unique site the Facilities Officer role has a large variety of duties with often competing or changing priorities to ensure smooth running of the facility so adaptability and flexibility is greatly valued. Please note as Birrigai is located 14 km from the nearest public transport and that a reliable vehicle is essential. A travelling allowance of \$18.24 per day is payable.

Note: This is a temporary position available for a period six months with the possibility of extension and/or permanency. It is highly recommended that interested persons speak with the contact officer for further details.  
Contact Officer: Catherine Ellis (02) 6207 8044 catherine.ellis@ed.act.edu.au

**City Services**

**Roads ACT**

**Road Maintenance**

**Program Delivery Manager**

**Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 46686)**

Gazetted: 19 July 2018

Closing Date: 9 August 2018

Details: Roads ACT are seeking a highly motivated team member to be responsible for the management and development of the annual road maintenance program for routine, call-out and planned works.

Eligibility/Other Requirements: The successful candidate will have skills in contract management/administration and project management to be able to provide effective technical and strategic advice to management.

Note: This is a temporary position available for 18 months with the possibility of extension and/or permanency.

Contact Officer: Bronwen Duke (02) 6207 5763 bronwen.duke@act.gov.au

## **APPOINTMENTS**

### **Chief Minister, Treasury and Economic Development**

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

Kerryn Dobb 853-70966, Section 68(1), 20 July 2018

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

Nathan Lacey 858-54637, Section 68(1), 23 July 2018

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

Kara Ley 853-80320, Section 68(1), 16 July 2018

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

Ponnu George Maniacherry 853-65745, Section 68(1), 23 July 2018

### **Health**

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

Emilie Allan 858-54848, Section 68(1), 6 August 2018

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

Adam Costello 853-51722, Section 68(1), 23 July 2018

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

Sarah Demery 858-53749, Section 68(1), 23 July 2018

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

Rose Dingal 847-01954, Section 68(1), 23 July 2018

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

Claire Foote 781-17188, Section 68(1), 23 July 2018

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

Debora Gounden 858-54979, Section 68(1), 20 August 2018

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

Jonathan Howes 857-44817, Section 68(1), 31 July 2018

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

Saa James 840-50258, Section 68(1), 26 July 2018

**Enrolled Nurse Level 1 \$57,635 - \$61,578**

Emily Kinloch 853-63344, Section 68(1), 7 August 2018

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

Maggie Maloney 858-54418, Section 68(1), 23 July 2018

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

Thomas Metcalfe 847-01057, Section 68(1), 23 July 2018

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

Justin Paragas 848-84535, Section 68(1), 23 July 2018

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

John Sosnowski 853-62931, Section 68(1), 26 July 2018

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

Mohd Supa'at 853-51781, Section 68(1), 23 July 2018

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

Maree Winbank 858-54151, Section 68(1), 23 July 2018

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

Emery Zhen 858-54960, Section 68(1), 20 August 2018

**Justice and Community Safety**

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

Belinda Buttress 844-84339, Section 68(1), 18 July 2018

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

Bronwyn Smith 853-47600, Section 68(1), 23 July 2018

**Transport Canberra and City Services**

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

Heather Cross 848-13489, Section 68(1), 26 July 2018

**TRANSFERS**

**Education**

**Matthew Holdway: 761-21247**

From: \$150,276 - \$180,443

Education

To: School Leader A \$150,276 - \$180,443

Education, Canberra (PN. 01808) (Gazetted 8 June 2018)

**Health**

**Emily Beltrami: 831-23224**

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

Health

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

Health, Canberra (PN. 41046) (Gazetted 14 June 2018)

**Mark Franks: 845-22358**

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

Health

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

Health, Canberra (PN. 23690) (Gazetted 21 June 2018)

**Maria Manton: 735-31988**

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

Health

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

Health, Canberra (PN. 16386) (Gazetted 24 May 2018)

**PROMOTIONS**

**Community Services**

**Housing ACT**

**Operational Services**

**Michelle Agresta: 825-48589**

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

Community Services

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

Community Services, Canberra (PN. 05079) (Gazetted 16 May 2018)

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.

**Housing ACT**

**Business and Capital**

**Capital Delivery**

**Heidi May Bell: 827-54358**

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. 16406) (Gazetted 21 May 2018)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Operations North/South**

**Jayna Farnham: 844-8530**

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

Community Services

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

Community Services, Canberra (PN. 26770) (Gazetted 15 May 2018)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Operations North/South**

**Bella Mitshabu: 848-64542**

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

Community Services

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

Community Services, Canberra (PN. 07367) (Gazetted 15 May 2018)

**Children, Youth and Families**

**Child and Youth Protection Services**

**Operations North/South**

**Gemma Pearce: 846-95494**

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

Community Services

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

Community Services, Canberra (PN. 32205) (Gazetted 15 May 2018)

**Housing ACT**

**Business and Capital**

**Feasibility and Planning**

**Kate Jessica Thompson: 820-86548**

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. 34795) (Gazetted 21 May 2018)

**Director of Public Prosecutions**

**Legal**

**Phoebe Burgoyne-Scutts: 821-07492**

From: Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions

To: †Prosecutor Grade 4 \$135,936 - \$145,737

Director of Public Prosecutions, Canberra (PN. 42941) (Gazetted 1 June 2018)

**Legal**

**Anna Jamieson-Williams: 827-33434**

From: Prosecutor Grade 3 \$118,087 - \$130,579

ACT Director of Public Prosecutions

To: †Prosecutor Grade 4 \$135,936 - \$145,737

Director of Public Prosecutions, Canberra (PN. 43752) (Gazetted 1 June 2018)

**Legal**

**Soraya Saikal-Skea: 827-62606**

From: Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions

To: †Prosecutor Grade 4 \$135,936 - \$145,737

Director of Public Prosecutions, Canberra (PN. 04336) (Gazetted 1 June 2018)

**Legal**

**James Walker: 835-95133**

From: Prosecutor Grade 3 \$118,087 - \$130,579

Director of Public Prosecutions

To: †Prosecutor Grade 4 \$135,936 - \$145,737



Director of Public Prosecutions, Canberra (PN. 17831) (Gazetted 1 June 2018)

## Education

### **School Performance and Improvement**

#### **Belconnen Network**

#### **Hawker College**

#### **Hayden Weeks: 846-93691**

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

Education

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

Education, Canberra (PN. 39400) (Gazetted 26 October 2017)

### **School Performance and Improvement**

#### **Tuggeranong Network**

#### **Lanyon High School**

#### **Teegan Williamson: 835-30276**

From: \$64,411 - \$101,821

Education

To: †School Leader C \$117,515

Education, Canberra (PN. 01969) (Gazetted 29 May 2018)

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.

## Environment, Planning and Sustainable Development

### **Sustainability and Climate Change**

#### **Sustainability Programs**

#### **Emma Humphreys: 821-14078**

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. 21196) (Gazetted 23 May 2018)

## Health

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

#### **Gretchen Amponin: 827-29363**

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

Health

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

Health, Canberra (PN. 28673) (Gazetted 21 June 2018)

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

#### **Joshua Carr: 817-50160**

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

Health

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

Health, Canberra (PN. 11687) (Gazetted 26 April 2018)

#### **Sabita Mathew: 848-81481**

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

Health

To: Administrative Services Officer Class 2 \$52,991 - \$58,513  
Health, Canberra (PN. 36051) (Gazetted 21 June 2018)

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Aurelio Pescador: 817-41344**

From: Health Service Officer Level 4 \$49,958 - \$51,869  
Health

To: Technical Officer Level 1 \$54,720 - \$57,369  
Health, Canberra (PN. 15650) (Gazetted 17 May 2018)

**Canberra Hospital and Health Services**

**Medicine**

**Carolyn Smith: 843-91677**

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. 28777) (Gazetted 12 April 2018)

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Andrew Sobey: 836-03316**

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

To: †Health Professional Level 4 \$100,462 - \$108,140  
Health, Canberra (PN. 36934) (Gazetted 29 March 2018)

**Canberra Hospital and Health Services**

**Cancer, Ambulatory & Community Health Support**

**Julie Strickland: 799-99338**

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

To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Health, Canberra (PN. 14866) (Gazetted 28 June 2018)

**Justice and Community Safety**

**Emergency Services**

**Governance and Logistics**

**Governance and Business Services**

**Nicholas Townsend: 827-34904**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Justice and Community Safety

To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Justice and Community Safety, Canberra (PN. 23761) (Gazetted 26 May 2017)