



ACT Government Gazette

Gazetted Notices for the week beginning 15 September 2016

VACANCIES

Calvary Health Care ACT (Public)

Medical

Stroke Service

Postgraduate Fellow

Postgraduate Fellow \$185,442, Canberra (PN:TBA)

Gazetted: 08 September 2016

Closing Date: 12 September 2016

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

Contact Officer: Miffany Trenerly (02) 62016059 miffany.trenerly@calvary-act.com.au

Reference Number: 13570

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

Medical

Gynaecology and Obstetrics

Senior Registrar

Senior Registrar \$134,599, Canberra (PN:TBA)

Gazetted: 08 September 2016

Closing Date: 12 September 2016

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

Reference Number: 13526

Contact Officer: Miffany Trenerly (02) 6201 6059 miffany.trenerly@calvary-act.com.au

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

Medical

Clare Holland House

Palliative Care

Registrar

Registrar Grade 4 \$119,709, Canberra (PN: TBA)

Gazetted: 08 September 2016

Closing Date: 12 September 2016

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

Reference Number: 13572

Contact Officer: Miffany Trenerly (02) 6201 6059 miffany.trenerly@calvary-act.com.au

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

Medical Imaging

SPP Radiographer

Health Professional Level 1 \$56,241 - \$71,657, Canberra (PN: TBA)

Gazetted: 08 September 2016

Closing Date: 16 September 2016

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

Reference Number: 13624

Contact Officer: Kristine Lindner (02) 6201 6141 kristine.lindner@calvary-act.com.au

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

Emergency Medical Office

Program Officer

Administrative Services Officer 5 \$71,907 - \$76,114 (pro rata for part time), Canberra (PN:TBA)

Gazetted: 08 September 2016

Closing Date: 16 September 2016

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

Reference Number: 13659

Contact Officer: Glenn Verhuel Glenn.verhuel@calvary-act.com.au

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

Anaesthetics Department

Administration Coordinator

Administrative Services Officer Level 5 \$71,907 - \$76,114 (pro rata for part time), Canberra (PN:TBA)

Gazetted: 08 September 2016

Closing Date: 9 September 2016

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

Reference Number: 13649

Contact Officer: Chloe Green (02) 6201 6648 chloe.green@calvary-act.com.au

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

Medical Imaging

SPP Radiographer

Health Professional Level 1 \$56,241 - \$71,657, Canberra (PN: TBA)

Gazetted: 08 September 2016

Closing Date: 16 September 2016

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

Reference Number: 13624

Contact Officer: Kristine Lindner (02) 6201 6141 kristine.lindner@calvary-act.com.au

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

Canberra Institute of Technology

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

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

CIT Business, Tourism and Accounting

Business Administration

Teacher Level 1, Business Administration

Teacher Level 1 \$68,451 - \$91,334, Canberra (PN: 37535)

Gazetted: 13 September 2016

Closing Date: 27 September 2016

Details: CIT Business Administration is seeking an experienced professional to fill a teaching role which involves teaching in the Business Administration Department of the Canberra Institute of Technology. Canberra Institute of Technology (CIT) is a dynamic, connected and diverse provider of vocational education and training (VET) offering quality skills development to individuals, employers and industry in Canberra, Australia and globally for over 85 years. CIT is a leading provider of VET, holding the title of ACT Large Registered Training Organisation (RTO) of the Year for the last eight consecutive years. In addition to teaching the number of hours prescribed in the relevant industrial award, you will also be committed to innovation in teaching and delivery assessment and be able to demonstrate proficiency across all areas including funding, standards and compliance. Other duties include; Maintaining and supporting student progression; maintaining accurate student records in accordance with legislation and established procedures; establishing new and maintaining existing working relationships with industry and key stakeholders; and developing comprehensive and critical knowledge of current practices in vocational and adult education. Demonstrated leadership experience, a high level of self-motivation, the ability to work in a team and also with a minimum of supervision are also key requirements of this role. CIT and the ACT Public Service are committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory Qualifications and/or Registrations/licencing Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017, sub-Clause 40. New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment, TAE40110 qualification or its successor, within the first twelve (12) months of commencement of employment; and At commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 Teacher Level 1.7 must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and a Diploma of Vocational Education and Training (or its successor). Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013 – 2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. DESIRABLE Diploma in Business Administration is highly desirable. Knowledge of computer based competencies up to Certificate IV in Business Administration is highly desirable.

Note: This position is for permanent full-time filling with the option to negotiate to part-time hours.

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

Chief Minister, Treasury and Economic Development

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

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

Land Development Agency

City to the Lake

Urban Renewal

Project Director

Executive Level Infrastructure Manager/Specialist 1 \$148,591 - \$169, 819, Canberra (PN: E00817)

Gazetted: 14 September 2016

Closing Date: 21 September 2016

Details: Temporary Opportunity Project Director, City to the Lake Land Development Agency Infrastructure Manager/Specialist (level dependent on experience) Expressions of Interest (EOI) are sought from suitably experienced executives for the role of Project Director, City to the Lake. The Project Director is a critical leadership role in the delivery of the City to the Lake Project.

Eligibility/Other Requirements: Relevant tertiary and/or professional qualifications are highly desirable e.g. Engineering, Surveying, Planning and Project Management. Demonstrated experience at a senior level in delivering residential/commercial development projects. Demonstrated understanding of civil or built form construction processes.

Note: This is a temporary position available to the 2 April 2017 with the possibility of extension. Salary will be determined on the successful applicants level of experience. This position is only available to current ACTPS employees.

How to Apply: Interested applicants are requested to submit an EOI of no more than 2 pages addressing the position responsibilities and Job Specific Criteria (attached), along with providing details of relevant experience and skills to undertake the duties and responsibilities of the role, copy of a current curriculum vitae and the name and contact details for two referees.

Applications should be sent to the Contact Officer

Contact Officer: Nicholas Holt (02) 6207 9646 nicholas.holt@act.gov.au

Revenue Management Division

Property, Payroll and Debt

Customer Services Manager

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 37592)

Gazetted: 14 September 2016

Closing Date: 21 September 2016

Details: Revenue Management is responsible for providing advice on revenue and taxation administration; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land tax including valuations, remissions and rebates (pensioners); administering concessions and grants in the ACT; and administering the Home Loan Portfolio. The Commissioner for ACT Revenue is a statutory position appointed, under the *Taxation Administration Act 1999*, by the Treasurer. Through the Revenue Collection Transformation Program, the ACT Revenue Office is becoming a modern, integrated and efficient business. The transformation is underway and changes include implementation of a modern IT platform, optimised organisational and business models and providing quality and more efficient services to our clients. The position will manage and oversee customer services. This includes managing a team to process taxes and concessions administered by the ACT Revenue Office and manage the customer experience.

Eligibility/Other Requirements: Potential candidates should provide a copy of their current curriculum vitae, together with a one page supporting statement outlining experience and/or ability against the selection criteria outlined in the Position Description. The successful applicant may be selected based on their application only.

Note: This temporary position is available as soon as possible for up to two years.

Contact Officer: Joe Tonna (02) 6207 0293 joe.tonna@act.gov.au

Revenue Management Division

Systems Support

Manager, Systems Support

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 37591)

Gazetted: 14 September 2016

Closing Date: 21 September 2016

Details: Revenue Management is responsible for providing advice on revenue and taxation administration; management of the Territory's taxation base including the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land tax including valuations, remissions and rebates (pensioners); administering concessions and grants in the ACT; and administering the Home Loan Portfolio. The Commissioner for ACT Revenue is a statutory position appointed, under the *Taxation Administration Act 1999*, by the Treasurer. Through the Revenue Collection Transformation Program, the ACT Revenue Office is becoming a modern, integrated and efficient business. The Transformation is underway and changes include implementation of a modern IT platform, optimised organisational and business models and providing quality and more efficient services to our clients. The Systems Support business unit will provide limited support for the legacy Territory Revenue System (TRS) and Community systems until those systems are retired. In addition, the unit will significantly increase the functions and service capability of the current unit in support of the new revenue management system as it is gradually implemented. Establishing the unit will include the development of all operating protocols, as well as the development and management of staff.

Eligibility/Other Requirements: Potential candidates should provide a copy of their current curriculum vitae, together with a one page supporting statement outlining experience and/or ability against the selection criteria outlined in the Position Description. The successful applicant may be selected based on their application only.

Note: This temporary position is available as soon as possible for up to two years.

Contact Officer: Robyn Bradley (02) 6207 4220 robynt.bradley@act.gov.au

Access Canberra

Customer Coordination

Events and Business Coordination

Business and Event Approvals Senior Manager

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 35708)

Gazetted: 13 September 2016

Closing Date: 20 September 2016

Details: The Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated person to undertake the role of the of the Senior Manager, Business and Events Approval team. This position requires the successful candidate to have experience in the regulatory environment that underpins event approvals, able to shape strategic direction and change, and lead a multi-functional team of staff delivering high quality, customer-focused outcomes in line with government's objectives. The successful candidate must also be able to empower staff to make decisions based on a risk of harm approach and display high level organisational skills, the ability to prioritise work and well developed interpersonal communication skills, including the ability to 'think on your feet', possessing both drive and a commitment to the strategic priorities for Access Canberra.

Eligibility/Other Requirements: Experience in negotiation within a regulatory framework is highly desirable.

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

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

Contact Officer: Louise Hilder (02) 6205 0096 louise.hilder@act.gov.au

Shared Services ICT

Business Application and Management

Business Applications and Strategy

Application Development Manager

Senior Information Technology Officer Grade B \$114,847 - \$129,290, Canberra (PN: 17222)

Gazetted: 12 September 2016

Closing Date: 19 September 2016

Details: Business Applications and Strategy are seeking an Application Development Manager to manage the team of software developers, delivery officers and build masters within the section. The principal responsibilities include providing strategic leadership and direction in the software development lifecycle of custom solution development. High-level ICT resource and product delivery management experience utilising Scrum methodologies are required. This opportunity will suit candidates looking to work in a fast-paced team environment focused on quality ICT deliveries with opportunities to influence strategic direction and change.

Eligibility/Other Requirements: Educational and professional qualifications checks may be undertaken prior to employment. Knowledge of PRINCE2 and ITIL V3 frameworks would be highly advantageous. Relevant formal tertiary/professional qualifications in software development methodologies (especially Scrum Master certification), project management, Microsoft technologies and application lifecycle management would be highly regarded.

Note: This is a temporary position available until 7 September 2017.

Contact Officer: Dean Conway (02) 6205 2485 dean.conway@act.gov.au

Land Development and Corporate

Strategy and Program Design

Senior Policy Officer

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 37534)

Gazetted: 08 September 2016

Closing Date: 22 September 2016

Details: The position of Senior Policy Officer, Strategic and Program Design is part of a small team that will provide policy development and advice in relation to reforming the current strata titling processes. This will involve a large amount of consultation with internal and external stakeholders. The successful applicant will have strong communication and liaison skills, with a proven ability to deliver quality products within set timeframes. This is a great opportunity for a motivated officer with good policy development skills to make a significant contribution to economic development initiatives.

Eligibility/Other Requirements: Qualifications in Public Policy, Law or similar would be advantageous. Relevant experience in the operation of the Legislative Assembly would also be desirable.

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

Contact Officer: Brett Monger (02) 6207 7470 brett.monger@act.gov.au

Land Development Agency

Greenfield Branch, Urban Renewal Branch

Senior Project Manager

Infrastructure Officer 4 \$115,838 - \$131,609, Canberra (PN: 18820, several)

Gazetted: 13 September 2016

Closing Date: 28 September 2016

Details: The Land Development Agency is seeking experienced and highly motivated Senior Project Managers to join both its Greenfield and Urban Projects branches. Successful candidates will be responsible for the design and management of a range of exciting and complex land development projects from conception through to completion. Their strengths will include the ability to manage projects according to budgets and deadlines, build and maintain effective stakeholder relationships, analyse and manage risks, and provide high quality written communication material. They will also have the ability to represent the Agency at meetings with authorities, private enterprise and community groups, including public meetings. Applicants with experience in engineering, surveying, planning, construction and project management are encouraged to apply.

Eligibility/Other Requirements: A minimum of five years experience in a relevant field. Relevant tertiary and/or professional qualifications are highly desirable e.g. engineering, surveying, planning and project management. Demonstrated experience at a senior level in delivering residential/commercial development projects. Demonstrated understanding of civil or built form construction processes. One position has specific accountability to prepare Deeds of Agreement (mechanism to deliver infrastructure) within the Government's land development program. Previous experience working within Government will be well regarded.

Note: There are several permanent and temporary positions available.

Contact Officer: David Thornhill (02) 6207 7037 or Chloe Elvy (02) 6205 0402 david.thornhill@act.gov.au or chloe.elvy@act.gov.au

Shared Services

Shared Services ICT

Security

Deputy Manager Physical and Personnel Security

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 24943)

Gazetted: 08 September 2016

Closing Date: 22 September 2016

Details: Deliver effective and efficient Physical and Personnel security services to Shared Services, Chief Minister, Treasury and Economic Development Directorate (CMTEDD), and the ACT Government as required.

Responsibilities include contributing to the development and implementation of Physical and Personnel security policies, processes, plans, systems, and in conjunction with the Senior Manager Security develop and generate metrics and security reporting requirements. Manage the Physical and Personnel Security functions for Shared Services and CMTEDD.

Eligibility/Other Requirements: This is a security assessed position, NV1(Secret). Diploma in Government (Security), or a relevant degree or professional certification would be advantageous.

Contact Officer: Peter Major (02) 6207 0073 peter.major@act.gov.au

Policy and Cabinet

Cabinet Office

Development Program – Policy and Coordination Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 37542)

Closing Date: 22 September 2016

Weeks to Close: 2

Details: A development opportunity is available for a high performing candidate with, if possible, post-graduate qualifications. The position will lead to placement as a Policy Officer in the Strategic Policy Branch after the completion of two six month rotations within the Division. Initially the occupant of this position will undertake a six month rotation in the Cabinet Office followed by a six month rotation in one other team (in the Division). After the two rotations (12 months) the occupant of this position will be placed into an ongoing permanent position in the Strategic Policy Branch. The initial rotation will be in the Cabinet Office which provides whole of government

coordination and secretariat services to the Director-General and the Chief Minister to support Cabinet and facilitate the passage of Government business in the Legislative Assembly.

Eligibility/Other Requirements: Tertiary Post-graduate qualifications are highly desirable.

Contact Officer: Mark Kalleske (02) 6207 5989 mark.kalleske@act.gov.au

Community Services

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

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

Corporate Services

Media and Communications

Senior Manager

Senior Officer Grade A \$133,383, Canberra (PN: 23279)

Gazetted: 09 September 2016

Closing Date: 23 September 2016

Details: This position manages the internal and external media and communications activities across the Directorate, including the provision of high level support and advice to the Executive, and oversight of communications strategies. The position is responsible for managing a range of significant internal and external communications projects, as well as providing guidance on media and communications issues to officers across the Directorate. The position is responsible for the production of media releases, speeches and other communications materials, as well as major media projects and presentations, and liaison with the Directorate's information technology area. An understanding of the media and communications environment in the ACT is essential. The position reports to the Senior Director, Corporate Services and leads a team of five officers. It has significant contact with Senior Executive Officers within the Directorate and across the ACT Government as well as ministerial offices, requiring a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines. This Senior Officer is also the on-call media officer for the Directorate.

Eligibility/Other Requirements: Demonstrated experience in managing issues, demonstrated experience in managing teams. Qualifications in Media, Communications or PR are highly desirable but not essential.

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

Contact Officer: Ian Hubbard (02) 6205 0688 ian.hubbard@act.gov.au

Corporate Services

People Management

Workforce Development

Workforce Planning Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 37531)

Gazetted: 09 September 2016

Closing Date: 23 September 2016

Details: The Workforce Development team is seeking an Officer with well developed policy, research and analytical skills in human resource practice. The Workforce Planning Officer is responsible for providing advice and preparing written correspondence on a range of people management matters, particularly those relating to human resources

reporting, workforce planning, talent management and recruitment. The successful Officer will manage a range of projects including the Directorate's reward and recognition program.

Contact Officer: Michelle Callen (02) 6207 4433 michelle.callen@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Intensive Support Housing Practitioner

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 37483, several)

Gazetted: 09 September 2016

Closing Date: 23 September 2016

Details: The Intensive Support Housing Practitioners are responsible for managing a portfolio of public housing tenancies and for providing advice, support and specialist information to assist clients to maintain their tenancy. The successful applicants must have the ability to provide case management services and intensive tenancy management skills to manage a wide range of concurrent complexities for clients. These positions require well developed interpersonal, communication (oral and written), negotiation, representation skills and the ability to prepare complex reports and correspondence.

Eligibility/Other Requirements: Experience in using a range of IT business and office applications. Qualifications in Social Housing and Homelessness or relevant studies desirable, but not essential. Current driver's licence.

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

Contact Officer: Maria Amaro (02) 6207 1188 maria.amaro@act.gov.au

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

Cultural Facilities Corporation

Canberra Theatre Centre

Marketing

Assistant Marketing Manager/Media Buyer

Administrative Services Officer Class 5 \$71,907 - \$76,114, Canberra (PN: 3501)

Gazetted: 08 September 2016

Closing Date: 16 September 2016

Canberra Theatre Centre is seeking an Assistant Marketing Manager with a focus on media buying to join their team. This is a fast-paced role encompasses all aspects of developing and implementing marketing campaigns for the various productions that present at the theatre. Experience in media buying and marketing live performances is a must. Previous applicants need not reapply. Eligibility/Other Requirements: Degree or equivalent relevant qualification in marketing is desirable. Note: Applicants must provide a written statement addressing the selection criteria. This position is a 3 year temporary contract. Contact Officer: Suzanne Hannema (02) 6243 5706 suzanne.hannema@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

Education

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

Office for Schools

South/Weston Network

Malkara Specialist School

Executive Teacher

School Leader C \$110,720, Canberra (PN: 03675)

Gazetted: 09 September 2016

Closing Date: 23 September 2016

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

Eligibility/Other Requirements: A minimum of four year's 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).

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

Contact Officer: Jennie Lindsay (02) 6142 0266 jennie.lindsay@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.

Organisational Integrity

Strategic Finance

Financial Services

Assistant Manager

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 07240, several)

Gazetted: 12 September 2016

Closing Date: 27 September 2016

Details: Applications are sought from interested applicants with experience in preparation of financial and management accounting reports for internal and external parties, preparing annual financial reports and the annual external budget. The successful applicants will also be required to analyse trends in Financial Operations, provide advice to senior executive regarding Financial Operations and Budgeting, provide high quality financial advice and support to Canberra Schools, particularly in relation to the School Resource Allocation Program, financial reporting and resource allocation, and undertake ad hoc and special projects as required. Well developed organisational skills as well as the ability to work under pressure are also an advantage.

Eligibility/Other Requirements: Accounting qualifications and membership or progression towards Certified Practising Accountant/Chartered Accountant status is desirable. Applications should address the selection criteria, outline any relevant skills and experience and include a current curriculum vitae.

Contact Officer: Karen Jones (02) 6205 4528 karen.jones@act.gov.au

Education Strategy

Student Engagement

Student Wellbeing

Flexible Learning Options Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 pro rata for part time, Canberra (PN: 36810)

Gazetted: 13 September 2016

Closing Date: 27 September 2016

Details: Student Engagement is seeking an officer to develop and implement flexible learning options for disengaged students. The successful applicant will work collaboratively with the Student Engagement teams and schools to support the reengagement of students, in particular through the Duke of Edinburgh's Award. This position requires highly developed communication, workload management and organisational skills and the ability to work independently and within a team.

Eligibility/Other Requirements: Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 Relevant tertiary qualifications in Education or Human Services, experience implementing the Duke of Edinburgh's Award in schools is desirable.

Notes: This position will initially be part time 22:03 hours per week with the possibility of full-time, salary is pro rata for part-time.

Contact Officer: Pene Butt (02) 6205 7873 penelope.butt@act.gov.au

Office for Schools

Belconnen Network

Belconnen High School

Building Service Officer 2

General Service Officer Level 6 \$53,337 - \$55,760, Canberra (PN: 32141)

Gazetted: 09 September 2016

Closing Date: 23 September 2016

Details: Belconnen High School is seeking a highly enthusiastic person with a broad set of skills for the position of Building Services Officer. The successful applicant will play an integral role in the school community. The successful applicant will maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to:

www.worksafe.act.gov.au/health_safety. Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. Prior to commencing in this role, a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration, refer to:

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 Desirable: An industry recognised trade qualification or equivalent work experience. A current First Aid Certificate. Selection may be based on application and referee reports only.

Notes: This temporary position is available as soon as possible to 31 March 2017, with the possibility of permanency.

Contact Officer: Maree Hardwicke (02) 6205 6844 maree.hardwicke@ed.act.edu.au

Health

Selection documentation for the following positions may be downloaded from

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

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

Canberra Hospital and Health Services

Women, Youth and Children

Obstetrics and Gynaecology

Temporary Specialist - Obstetrics and Gynaecology

Staff Specialist Band 1-5 \$159,644 - \$197,006, Canberra (PN: 27511)

Gazetted: 15 September 2016

Overview of the work area and position: A temporary staff specialist position is available for 3 years. These opportunities suit highly skilled clinicians with extensive experience in the practice of evidence based Obstetrics and Gynaecology. The successful candidates will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, residents, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, demonstrated high level communication and interpersonal skills and demonstrated experience conducting and leading research and audit in relevant areas of practice are essential criteria. The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient antenatal clinics and contribute to the teaching program of ANU Medical School. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions.

Canberra Hospital has more than 3,500 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care peri natal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for subspecialty training in Maternal Fetal Medicine. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick.

The department has a well supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006 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. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$318,194. Eligibility/Other Requirements: o Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). o Be registered or eligible for registration for Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes. Please contact the Occupational Medicine Unit (OMU) on OMUACTHealth@act.gov.au Contact Officer: Assoc Prof Boon Lim, Clinical Director Obstetrics and Gynaecology (02) 6174 7591 boon.lim@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 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Women, Youth and Children

Obstetrics and Gynaecology

Temporary Specialist - Obstetrics and Gynaecology

Staff Specialist Band 1-5 \$159,644 - \$197,006, Canberra (PN: 27511)

Gazetted: 15 September 2016

Overview of the work area and position: A temporary staff specialist position is available for 3 years. These opportunities suit highly skilled clinicians with extensive experience in the practice of evidence based Obstetrics and Gynaecology. The successful candidates will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, residents, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, demonstrated high level communication and interpersonal skills and demonstrated experience conducting and leading research and audit in relevant areas of practice are essential criteria. The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient antenatal clinics and contribute to the teaching program of ANU Medical School. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 3,500 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care peri natal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for subspecialty training in Maternal Fetal Medicine. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick.

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Contact Officer: Assoc Prof Boon Lim, Clinical Director Obstetrics and Gynaecology (02) 6174 7591

boon.lim@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 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Women, Youth and Children

Obstetrics and Gynaecology

Temporary Specialist - Obstetrics and Gynaecology

Staff Specialist Band 1-5 \$159,644 - \$197,006, Canberra (PN: 27511)

Gazetted: 15 September 2016

Overview of the work area and position: A temporary staff specialist position is available for 3 years. These opportunities suit highly skilled clinicians with extensive experience in the practice of evidence based Obstetrics and Gynaecology. The successful candidates will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, residents, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, demonstrated high level communication and interpersonal skills and demonstrated experience conducting and leading research and audit in relevant areas of practice are essential criteria. The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient antenatal clinics and contribute to the teaching program of ANU Medical School. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 3,500 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care peri natal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for subspecialty training in Maternal Fetal Medicine. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick.

The department has a well supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$159,644 - \$197,006 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. Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$261,392 - \$318,194. Eligibility/Other Requirements: o Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). o Be registered or eligible for registration for Fellowship of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes. Please contact the Occupational Medicine Unit (OMU) on OMUACTHealth@act.gov.au Contact Officer: Assoc Prof Boon Lim, Clinical Director Obstetrics and Gynaecology (02) 6174 7591 boon.lim@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 2, 6 Bowes Street PHILLIP ACT 2605

Health Planning and Infrastructure

Health Infrastructure Support

Health Planning and Infrastructure Capital

RIS Administration Project Officer

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 37515)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Health Infrastructure has corporate responsibility for leading and facilitating the development of whole-of-government plans (as they relate to ACT Health and health services), the ACT Health Corporate plan, territory-wide strategic plans and clinical service plans that have a territory-wide impact. The Group also directs and manages ACT Health's Health Infrastructure Program, which includes health planning, coordination, management and implementation. It is also responsible for strategic accommodation, the Capital Upgrades Program and the Arts in Health Program. Overview of the work area and position: The UCPH eHealth Program is responsible for the implementation of a range of integrated projects to support the operational commissioning of UCPH. The current RIS-PACS system is end of life and requires replacement. The RIS Administration Project Officer will under board direction play a key role in providing day to day detailed technical knowledge and therefore project risk mitigation, subject matter expertise for the project, and advice to the project and program in all matters relating to the functionality and technical aspects of the RIS-PACs system. To be considered for this role, you will be able to provide effective leadership and direction in the development, implementation and review of business and technical analyst artefacts, project plans and strategies for the successful implementation of the RIS-PACs Replacement Project. Manage and co-ordinate all aspects of work relating to significant workplace changes required by the Medical Imaging Department in the implementation of the RIS-PACs Replacement Project. ACT Health 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, or People with Disability, to apply for all positions.

Eligibility/Other Requirements: At least three years experience as a Radiology Information Systems administrator is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a full-time temporary position available for a period of 12 months with the possibility of extension.

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

Contact Officer: Sarah Norton (02) 6205 0412 sarah.norton@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Mental Health Consultation Liaison

Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 18515)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for people. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Adult Acute Mental Health Services, Rehabilitation and Specialty Services, Adult Community Mental Health Services, Alcohol and Drug Services, Child and Adolescent Mental Health Services, Justice Health Services. Overview of the work area and position: Adult Acute Mental Health Services provide person centred, high quality, and contemporary mental health care across the Canberra Hospital campus that is guided by the principles of Recovery. AAMHS services aim to provide collaborative care involving the person, their Carers and other key clinical and support services. The Mental Health Consultation Liaison Service provides an integrated, acute mental health service within the Emergency Department and General and Medical wards of the Canberra Hospital. The Mental Health Consultation

Liaison Service provides specialist mental health assessment and treatment services through a multi-disciplinary team and interventions are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs. The successful applicant will be required to undertake complex mental health assessments and work as a senior clinician within a multi disciplinary team, providing high standard clinical skills and expertise in the assessment and provision of short-term management strategies for people in acute distress and with major mental health conditions. The applicant will demonstrate a recovery focus and be highly motivated to engage in consultation, support and educative practices with other clinical teams, families, carers and other agencies. All team members are required to undertake professional development and professional supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Allied Health Professionals, an Administration Service Officer, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate mental health nursing qualifications are highly desirable. Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention. A minimum of three years paid post qualifying work experience in a related/relevant organisation/service; current Drivers Licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Deborah Plant (02) 6205 9987 deborah.plant@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Community Care Program

Link Team, After Hours Rapid Response Service

Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 13163)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Rehabilitation, Aged and Community Care (RACC) Program is seeking applications from experienced Registered Nurses for a permanent vacancy within the Link Team. This is a part time supervisory position, coordinating the after hours rapid response service for community nursing on weekends and Public holidays within the ACT. The team provides after hours nursing services to patients with a broad range of needs within the ACT community. Nurses interested in working with the Link team should have a wide range of clinical experience in nursing and be committed to high quality customer service with a multidisciplinary focus. This position requires an ability to work autonomously and a high level of problem solving ability. The Link team is responsible for providing after hours 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 alternate weekends and ACT public holidays. This part-time supervisory role is instrumental to triaging and providing effective support to patients in the community in order 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: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Hold a current driver's licence. Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: Selection may be based on application and referee reports only. This is part-time position available at 16 hours per week, salary is pro rata for part-time.

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

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Clinical Manager

Registered Nurse Level 3.1 \$98,207 - \$102,249, Canberra (PN: 23776)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people, who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and position: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Registered Nurse 1 and 2 Levels as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Minimum five years nursing experience in a mental health services, and strong understanding of adult community mental health services. Post Graduate Qualification in Mental Health Nursing or working towards such, are desirable. Prior to commencement successful candidates will be required to have current registration issued under the ACT *Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

Contact Officer: Sonney Morrison (02) 6205 1110 sonney.morrison@act.gov.au

Population Health

Health Improvement

Health Promotion and Grants

Senior Project Officer

Senior Officer Grade C \$97,514 - \$104,967, Canberra (PN: 16783, several)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Health Improvement Branch (Health Promotion section) initiates and manages programs and initiatives that aim to improve the health of the ACT population. These initiatives are delivered in partnership with other agencies and include activities that influence the social, environmental and economic conditions that impact on population and individual health. Initiatives target the whole ACT population and specific population groups. Health Promotion is looking for two motivated and enthusiastic individuals to help manage and deliver on our health promotion priorities. The successful applicants would have demonstrated experience in population health promotion. The positions will be expected to be able to work across any area of the Health Promotion section as required. Applicants with excellent skills in developing and managing partnerships with diverse stakeholders will be viewed favourably.

Eligibility/Other Requirements: A tertiary qualification and/or strong demonstrated experience in population health promotion, community development, social marketing, public health and/or related disciplines, as appropriate to the advertised role, are desirable. Experience working within the public health and/or government sectors is highly desirable.

Notes: There is one expected permanent position and full-time hours are strongly preferred. Initially this position will primarily be responsible for managing and delivering population health promotion initiatives with adults. The other position is a temporary position available for up to 12 months with the possibility of extension. Full-time or part-time hours can be negotiated. This position will initially work across the Healthy Children's Initiative, primarily responsible for managing and delivery of programs in children's settings. An order of merit list may be created from this process that may be used to fill future temporary and/or permanent positions at level in the Health Promotion section. Selection may be based on written application and referee reports only.

Contact Officer: Susie Leydon (02) 6205 1422 susie.Leydon@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult Mental Health Services

Clinical Manager

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 19762)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. The core values of Care, Excellence, Collaboration and Integrity were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty 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 one of the multidisciplinary teams that fall within the remit of Adult Community Mental Health Services. Adult Community Mental Health Services provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT, with a strong focus on the provision of timely and effective mental health interventions. Nursing staff working within the service are required to support people to achieve their personal recovery goals as identified in their Recovery Plan.

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

Contact Officer: Nikki O'Dwyer (02) 6205 1110 nikki.o'dwyer@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Ambulatory Care Outpatient

Team Leader, Outpatient Services

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 10064)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health Centres across ACT Health. The Central Outpatients Department is part of Ambulatory Care Support Services and is responsible for the clinical support services provided within central outpatients. Overview of the work area and position: The Outpatients Department (OPD) at The Canberra Hospital is a high patient volume service which provides outpatient care to medical and surgical patients. Services range from acute post trauma/post inpatient care to the care of patients with chronic conditions. The service is currently undertaking a variety of exciting and innovative projects which support and promote the nursing role in the service.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Working knowledge of CRIS, Clinical Portal and ACTPAS is highly desirable. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a full-time temporary position with working hours Monday to Friday, 8:30am to 5:00pm available for a period of 10 months.

Contact Officer: Anne Douglas (02) 6244 4019 anne.douglas@act.gov.au

Canberra Hospital and Health Services

Medicine

Clinical

Registered Nurse - Gastroenterology

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 34051)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An exciting opportunity exists on Ward 9A Gastroenterology for a suitably qualified Registered Nurse/s to undertake the Registered Nurse Level 2 role. 9A is a 20 bed acute medical Gastroenterology ward.

Eligibility/Other Requirements: Registered or eligible for registration as a Registered Nurse/Midwife with the Australian Health Practitioners Regulation Agency (AHPRA). A registered nurse or midwife with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or a registered nurse or midwife who holds a post-basic qualification eligible for recognition through remuneration of a qualification allowance, and 12 months FTE experience in the relevant field is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This position entails full-time hours (part-time will be considered) and a rotating roster including weekends and night duty. Applicants should address the below selection criteria, include two written referee reports and an up to date Curriculum Vitae.

Contact Officer: Anne Corney (02) 6244 3648 or Shakira Spiller (02) 6244 2265

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Nursing

Clinical Development Nurse

Registered Nurse Level 2 \$85,659 - \$90,789, Canberra (PN: 22468)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care. 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 Division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the administration support to Ambulatory and Community Health centres across ACT Health. The Capital Ambulatory and Community Health Service (CACHS) are seeking a Registered Nurse who has highly developed interpersonal skills and demonstrated Haematology, Oncology and Immunology knowledge to undertake the role of Clinical Development Nurse. Applicants will be required to demonstrate experience in adult learning and education. Haematology, Oncology and Immunology are busy outpatients and treatment area. The CDN will be responsible for the education and support of graduate nurses, student nurses and new and existing

staff across the three areas of speciality. The CDN will provide and promote education, quality initiatives, feedback, reflective practice and innovative change to provide excellent and safe patient care.

Eligibility/Other Requirements: Be registered or eligible for registration with the Australian Health Practitioner Regular Agency (AHPRA). Hold Certificate IV in Workplace Training and Assessment or Educational program development is desirable. Experience in speciality area. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Kathlene Robson (02) 6174 8458 kathlene.robson@act.gov.au

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

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 33875)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Community Care Occupational Therapy services are offered from community health centres and in patient homes across the ACT. We provide 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 provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele.

Eligibility/Other Requirements: Degree in Occupational Therapy, or recognized equivalent. Be registered or be eligible for registration as a Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check.

Note: This is a permanent part-time position available at 29:24 hours per week, salary is pro rata for part-time.

Contact Officer: Kari Moore (02) 6205 1224 kari.moore@act.gov.au

**Canberra Hospital and Health Services
Medicine
Acute Support Service
Occupational Therapist**

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 27718)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Acute Support Occupational Therapy is responsible for the delivery of Occupational Therapy services to acute areas within the Canberra Hospital. We ensure that individual patients needs are met from the perspective of our discipline while contributing to the safe and timely discharge of patients to their homes and other destinations in line with hospital requirements. We seek an enthusiastic HP3 level Occupational Therapist to join our team on a permanent basis. This position forms a part of our senior staff group. To excel at this role you will have high level skills in providing Occupational Therapy to patients in the Oncology and Pain Management caseloads. This work will be challenging but rewarding and you will be assisting patients in these two separate but clinically complimentary practice areas. If you have what it takes to rise to the challenges presented by this position then we would love to hear from you. The Acute Support Occupational Therapy Team is operationally located within the Division of Medicine. We provide acute occupational therapy across a range of clinical practice areas including neurology and neurosurgery, medical and surgical wards, cardiology and renal, the emergency department, plastics, oncology, women's health and paediatrics. Working closely with other disciplines in a multidisciplinary framework, the Acute Support Occupational Therapy Team works to provide an occupationally focused perspective that is unique to our profession. We do this to enhance and support the patient journey through the Canberra Hospital environment and provide our expertise on therapy and restorative processes, recovery and expected outcomes, cognition and memory, and equipment prescription and home modification. The Team also assists in the realisation of the Canberra Hospitals goals as stated in the ACT Health Clinical Services Plan with a focus on Occupational Therapy service improvements to meet our Divisional requirements and the needs of our community. Overview of the work area and position: The Acute Support Occupational Therapy team is responsible for the delivery of Occupational Therapy services to the acute areas of the Canberra Hospital and ensuring that individual patients' needs are met from the perspective of our profession while contributing to the safe and timely discharge of patients to their home environments in line with State and Federal requirements. Under supervision, you will play a key role in providing day to day occupational therapy to a range of patients within a designated caseload area. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team. If you have what it takes to rise to the challenges presented by this position then we would love to hear from you. Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Tertiary qualifications or equivalent in Occupational Therapy and eligibility for membership of Occupational Therapy Australia, and must hold a current driver's licence. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Contact Officer: Domenico Tripodi (02) 6244 3286 domenico.tripodi@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Social Worker

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 29098)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: Mental Health, Justice Health, Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, support and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for people. The Division delivers

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

Eligibility/Other Requirements: Bachelor of Social Work degree or AASW accredited Master of Social Work (Qualifying) degree. Eligibility for membership of the Australian Association of Social Workers. Sound understanding of acute mental health services and proven experience in complex clinical mental health, risk assessment and intervention. A minimum of three years paid post graduate work experience in a related/relevant organisation/service; current driver's licence. Prior to commencement successful candidate will be required to have current registration issued under the ACT *Working with Vulnerable People Act 2011* and undergo a pre-employment Police check.

Contact Officer: Deborah Plant (02) 6205 9987 deborah.plant@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Rehabilitation, Aged and Community Care Nursing

Rehabilitation Care Coordinator

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 35918)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the Work area and position:

Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra

Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individual, his/her carers and other services within and external to ACT Health. The successful applicant will work closely with another Care Coordinator within the Multidisciplinary team, facilitating the transition of patients accepted into the RACC Rehabilitation inpatient unit (12B) and RILU (Rehabilitation Independent Living Unit) at Canberra Hospital. The Rehabilitation Care Coordinator will provide support to patients and staff throughout the rehabilitation and discharge planning process and follow up post discharge.

Eligibility/Other Requirements: Degree or Diploma in Health e.g. Physiotherapy, Social work, Speech Therapy or Occupational Therapy. Registration by the relevant National Board where applicable or eligible for membership of the relevant Professional Association. Tertiary or post graduate qualifications and minimum of two years experience in the rehabilitation setting highly desirable. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Hazell Hurrell (02) 6244 3035 hazel.hurrell@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Social Worker

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 37372)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee.

Overview of the work area and position: The Secure Mental Health Unit (SMHU) is part of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) which is a contemporary evidence based service, providing high quality mental health care that is guided by principles of Recovery. The Secure Mental Health Unit will provide a safe and structured environment with 24 hour clinical support for people with moderate to severe mental illness who cannot be safely cared for in a less restrictive environment. This will include people who are, or are likely to become, involved with the criminal justice system, and civil consumers of general mental health services. The service aims to provide collaborative care involving the consumer, their carers and other key services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this high security environment. At this level it is expected that as a member of the multidisciplinary team you will provide, under limited supervision, high quality care as a Social Worker to achieve sound outcomes for consumers within a therapeutic secure environment. The Social Worker will form an integral part of the multidisciplinary team of the SMHU. In addition to well developed skills in mental health practice, The Social worker will provide ongoing and continuous care and engagement for people receiving treatment in the SMHU, providing a link with external supports, family and other support agencies, the Social Worker will take a Key role in coordinating and supporting

discharge transition planning from the SMHU. You will be required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Approved tertiary qualifications in, Social Work. Membership of the Australian Association of Social Workers. Minimum five years clinical experience. Relevant post graduate qualifications in mental health or forensic mental health, recent professional experience within a mental health or forensic mental health setting is desirable. 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*.

Contact Officer: Gillian Sharp (02) 6207 7343 gillian.sharp@act.gov.au

Canberra Hospital and Health Services

Women's, Youth and Children

Paediatrics

Community Paediatric and Child Health Service (CPCS) Social Worker/Psychologist

Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade) salary is pro rate for part time, Canberra (PN: 30510)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The Community Paediatric and Child Health Service (CPCS) provides clinical treatment, education and care coordination of children with suspected or established developmental delay or disability and children with biological / medical causes of behavioural and emotional disturbance. The Health Professional position will support the medical and nursing staff to promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education as part of a multidisciplinary team. Eligibility/Other Requirements: Mandatory: Degree in Social Work or Psychology and be registered with the Australian Health Practitioner Regulation Agency (AHPRA) or for allied health professions not regulated by National Law be eligible for accreditation with the Australian Association of Social Workers. Post graduate qualifications in a relevant field are highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes.

Note: This is a permanent part-time position available at 25:25 hours per week salary is pro rate for part-time.

Contact Officer: Deborah Colliver (02) 6244 2712 deborah.colliver@act.gov.au

Office of the Director-General

Executive Assistant to Director-General

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 23821)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. ACT Government employees enjoy excellent employment conditions, more information is available at

<http://health.act.gov.au/employment/enterprise-agreements/> Overview of the work area and position: The Director-General is seeking an experienced Executive Assistant to assist with the daily management and coordination of their Office. The Office of the Director-General provides strategic support to the Director-General undertaking high level coordination, liaison, research and reporting, and provide advice on specific issues relating to the ACT Health Directorate. The Executive Assistant position reports to the Director-General, and works closely with the Director-General's Executive Officer.

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

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

Contact Officer: Elizabeth Webster (02) 6207 2111 elizabeth.webster@act.gov.au

Canberra Hospital and Health Services

Executive Director of Medical Services

Medical Library

Reference Librarian

Professional Officer Class 2 \$77,482 - \$88,676 salary is pro rata for part-time, Canberra (PN: 19555)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The ACT health Library provides comprehensive, high quality information resources and support evidence-based patient care, education and research. We are seeking an excellent applicant for the part time position of Reference Librarian. The position is responsible for providing complex literature searches, planning, and training educational programs. The librarian will prepare library guides, handouts, and other research tools. Knowledge/skills of EBM, health resources, project management, and current information technology are must.

Eligibility/Other Requirements: Applicant must hold a degree from a ALIA accredited school of library/information science. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is part-time temporary position available at 18:25 hours per week for a period of two years.

Contact Officer: Saroj Bhatia (02) 6244 2588 saroj.bhatia@act.gov.au

Population Health

Health Improvement

Health Promotion and Grants

Project Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676 salary is pro rata for part-time, Canberra (PN: 19617)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Health Improvement Branch (Health Promotion section) initiates and manages programs and initiatives that aim to improve the health of the ACT population. These initiatives are delivered in partnership with other agencies and include activities that influence the social, environmental and economic conditions that impact on population and individual health. Initiatives target the whole ACT population and specific population groups. Health Promotion is looking for a motivated and enthusiastic individual to help deliver on our health promotion priorities. Health promotion focuses on population-level health improvement through interventions aimed at a community or societal level, including supportive public policies. Applicants with excellent skills in developing and managing partnerships with diverse stakeholders will be viewed favourably. This position will contribute to work on the Healthy Children's Initiative; however suitable applicants will be expected to be able to work across any area of the Health Promotion section as required. As this position will primarily be responsible for contributing to the delivery of programs in children's settings, applicants with excellent skills in developing and managing partnerships with diverse stakeholders and experience of working across children's settings (e.g. schools), will be viewed favourably. Eligibility/Other Requirements: Relevant tertiary qualifications in the public health domain and demonstrable experience working as a Project Officer is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until 30 June 2017 with the possibility of permanency from this process. Both part-time and full-time will be considered however this position is likely to be part-time at 22 to 29 hours per week. Suitable applicants may be placed on a merit list that may be used to fill future temporary and/or permanent positions at level in the Health Promotion Section. Selection may be based on written application and referee reports only.

Contact Officer: Adrian Ison (02) 6205 3627 adrian.ison@act.gov.au

Population Health

Health Improvement

Health Promotion

Project Officer

Administrative Services Officer Class 6 \$77,482 - \$88,676, Canberra (PN: 24191)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: Health Promotion is underpinned by sound, up-to-date knowledge of health promotion theory and evidence base. It uses a variety of ways to improve the health of the local population, including health policy, structural and environmental strategies, program implementation, workforce development/capacity building, and behaviour change strategies including social marketing. Health Promotion is seeking an experienced Project Officer to develop, implement and evaluate behaviour change communication strategies promoting healthy lifestyle

behaviours across the Canberra community in partnership with key internal and external stakeholders. The successful applicant will be responsible for the development, implementation and evaluation of behaviour change strategies with a strong marketing communication focus.

It would be suited to someone with demonstrated experience in implementing communication strategies especially those using digital marketing platforms. Candidates should have an interest in working in a health promotion setting.

Eligibility/Other Requirements: A tertiary qualification in Social Marketing or Communications and/or strong demonstrable experience working as a project officer in a comparable field is highly desirable. Experience working within the public health, community or government sectors is highly desirable. Candidates with experience in digital marketing will be highly regarded.

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

Contact Officer: Susie Leydon (02) 6205 1422 susie.leydon@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Canberra Hospital and Health Services Medical

Radiation Therapist

Radiation Therapist Grade 2 \$62,501 - \$86,387, Canberra (PN: 33988, several)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements: Mandatory: A recognised tertiary (or equivalent) qualification in Radiation Therapy. Unconditional registration as a Radiation Therapy Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA), Medical Radiation Practice Board of Australia. ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: There are several temporary positions available for a period of up to 12 months. Full-time and part-time hours may be available.

Contact Officer: Brett Fittler (02) 6244 2218 brett.fittler@act.gov.au

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Registered Nurse - Intensive Care Unit

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 21891)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An opportunity is available for suitably qualified Registered Nurses to apply for permanent positions within the Intensive Care Unit at the Canberra Hospital. Successful applicants will be required to work a 24 hour rotating roster.

Eligibility/Other Requirements: Registered or is eligible for registration as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).

Note: Selection may be based on written application and referee reports only. Applications should include: a maximum two page expression of interest addressing the selection criteria; a current curriculum vitae; the names of two professional referees.

Contact Officer: Genevieve Harrigan (02) 6244 2746 genevieve.harrigan@act.gov.au

Canberra Hospital and Health Services

Women Youth and Children

Paediatrics

Department of Paediatrics

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 26721)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Division deliver a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community. ACT Health 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, or People with Disability, to apply for all positions. Overview of the work area and position: The Department of Paediatrics consists of 4 inpatient wards, as well as the Paediatric Day Stay Unit and Paediatric Outpatient Clinics. Each of the inpatient wards has 12 beds caring for children from birth to 16 years. Paediatric Day Stay Unit (PDSU) is a 12 bed unit and provides day-only medical treatment for children up to 18 years of age, including chemotherapy, blood product transfusions, biologic and enzyme medication infusions, immunology food challenges, radiological investigations (including MRI) requiring sedation or a general anaesthetic (GA), central venous access device maintenance, and Special Immunisation Clinics. PDSU also provides day-only surgical services for children aged up to their 14th birthday. This includes booked and emergency day surgery. This Unit treats approximately 250 children per month. The Paediatric Outpatients Department (OPD) hosts a variety of clinics daily, including General Paediatric, Endocrinology, Renal, Respiratory, Cystic Fibrosis, Oncology, Neurology, Allied Health, as well as a daily Nurse Led

Clinic. This clinic specialises in wound management such as burns, supporting children with chronic health needs, gastrostomy or nasogastric feeding tubes. There are also a number of multidisciplinary clinics that are run through this area. The Nursing Team provide clinical support to these clinics and manage the day to day organisation and preparation of the clinical environment, as well as providing ongoing support to children and families with chronic conditions. The clinic will see 800-1200 children per month.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post-graduate qualifications in Paediatric or Child Health Nursing is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Donna Cleary (02) 6174 7575 donna.cleary@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Ambulatory Care Outpatients

The Outpatients Department

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 25665)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Outpatients Department (OPD) at The Canberra Hospital is a high patient volume service which provides outpatient care to medical and surgical patients. Services range from acute post trauma/post inpatient care to the care of patients with chronic conditions. The service is currently undertaking a variety of exciting and innovative projects which support and promote the nursing role in the service. Part/time hours will be considered.

Eligibility/Other Requirements: Must 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, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available for a period of 10 months.

Contact Officer: Anne Douglas (02) 6244 4019 anne.douglas@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Paediatrics

Adolescent Unit - PaTCH

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 26823)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

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

Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region.

ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Women, Youth and Children Division deliver a wide range of neonatal, obstetric and paediatric health services through the Centenary Hospital for Women and Children (CHWC) and community.

Overview of the work area and position: The Adolescent Ward is a 12 bed ward for young people from 12 to 16 years of age. Young people with a chronic condition over 16 years may continue to be admitted for ongoing care, with transition to adult services planned for 18 years or the end of High School. The ward provides a safe, supportive, therapeutic environment for young people and their families.

The ward cares for patients with a wide range of needs including medical, surgical and adolescent mental health. Ward staff aim to meet the developmental needs of young people, assessing individual and family health needs whilst caring for their physical health.

The Adolescent Ward provides comprehensive multidisciplinary care. The team is supported by social workers, dieticians, clinical psychologists, physiotherapists, occupational therapists and school teachers. The ward works closely with community agencies to ensure patients enjoy positive health outcomes.

This is an exciting opportunity for an enthusiastic Registered Nurse with relevant experience in Adolescent Mental Health within a Paediatric inpatient setting. Your role is to provide high quality evidence based care including assessment and liaison as part of the multidisciplinary team. We are offering a temporary 12 month contract.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Post-graduate qualifications in Paediatric or Child Health Nursing are desirable. Experience in Adolescent Mental Health is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Donna Cleary (02) 6174 7575 donna.cleary@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Community Care Program

Community Nursing - Night Duty Service

Registered Nurse Level 1 \$61,683 - \$82,398 salary is pro rata for part-time, Canberra (PN: 33096)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Community Care Program, Community Nursing, is seeking applications from motivated and experienced Registered Nurses to supplement the staffing of a unique Night Duty service within the community setting. Two part time positions for Registered Nurses are available. These positions are required to provide cover for a total of 6 to 7 regular night shifts (10 hour) per fortnight plus paid meal break. There is also opportunity to combine this role with work in generalist community teams delivering care to patients in clinic and home settings. This position is ideally suited to Registered Nurses with excellent clinical skills and the ability to work autonomously in providing care in the home environment to a young ambulant patient who requires ventilator support overnight. Experience is preferred, however all ventilator and community nursing training and ongoing support will be provided. Interested nurses are encouraged to speak with the contact officer to discuss the positions.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency. Current driver's licence. Tertiary or postgraduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings is highly desirable.

Note: This is a part-time temporary position available at 30 hours per week for a period of 12 months; salary is pro rata for part-time.

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

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Ambulatory Care Outpatient

The Outpatients Department

Registered Nurse Level 1 \$61,683 - \$82,398, Canberra (PN: 34033)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health 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, or People with Disability, to apply for all positions. Overview of the work area and position: The Outpatients Department (OPD) at The Canberra Hospital is a high patient volume service which provides outpatient care to medical and surgical patients. Services range from acute post trauma/post inpatient care to the care of patients with chronic conditions. The service is currently undertaking a variety of exciting and innovative projects which support and promote the nursing role in the service.

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

Contact Officer: Anne Douglas (02) 6244 4019 anne.douglas@act.gov.au

Canberra Hospital and Health Services

Critical Care

Medical Imaging

Radiographer

Health Professional Level 2 \$59,971 - \$82,328, Canberra (PN: 28799)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: The successful applicants will need to perform all aspects of general radiography while observing departmental protocols and radiation protection measures at all times. Participate in the more complex procedures with the approval and supervision of the Senior Health Professional Officer Level 5 in the area. Participate in weekend, out of hours and on-call rosters.

Eligibility/Other Requirements: Registration with Australian Health Practitioner Regulation Agency, and possess a Radiation Licence from the ACT Health Protection Service is mandatory. Eligibility for membership with the

Australian Institute of Radiography is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check; hold a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes, be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Contact Officer: Ashley Hoolihan (02) 6244 4362 Ashley.Hoolihan@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Assertive Outreach Service

Allied Health Assistant 3 \$59,322 - \$65,835, Canberra (PN: 37472)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's' detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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: ACT Wide Mental Health Services; Adult Acute Mental Health Services; 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: Older Persons Mental Health Community Team provides specialist mental health assessment and treatment for people over the age of 65 in their home throughout the ACT. Under the direct or indirect supervision of an Allied Health Professional, the Allied Health Assistant will play a key role in the day to day functioning of the Assertive Outreach Service, providing intensive support to people in an acute episode of their mental illness.

Eligibility/Other Requirements: Certificate IV in Allied Health Assistance or recognized equivalent. Current driver's licence. Experience working with participants in a community setting is desirable.

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

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

Contact Officer: Kylie Henson (02) 6205 1957 kylie.henson@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Team Leader

Administrative Services Officer Class 3 \$58,278 - \$62,720, Canberra (PN: 23211)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

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

A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Under general direction you will be required to provide administrative support to the Canberra Sexual Health Program, you will be required to develop and document processes, forms and databases as well as provide a high level of secretarial duties, especially communications and managing diaries/appointments. You will also be responsible for processing paperwork for enrolled patients/record keeping and co-ordinating case conferences.

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

Contact Officer: Melissa Warylo (02) 6244 2063 melissa.warylo@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Rehabilitation Allied Health

Occupational Therapist

Health Professional Level 1/2 \$56,241 - \$82,328, Canberra (PN: 32185)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Rehabilitation, Aged and Community Care (RACC) Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broad range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. Overview of the work area and position: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings. 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. Under supervision, you will provide day to day occupational therapy to a range of patients within a designated caseload area and promote patient outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Through your work you will also assist in meeting the caseload requirements of the broader Occupational Therapy Team. This recruitment round may be used to fill additional temporary vacancies in the future. This position is part of a rotational system through rehabilitation and aged care services. Successful applicants will have support from an experienced team of clinicians and Allied Health Assistants and have direct clinical supervision from a senior Occupational Therapist. Eligibility/Other Requirements: Degree in Occupational Therapy, or recognised equivalent. Registered or eligible for registration with the Australian Health Practitioner Regulation Agency and the Occupational Therapy Board of Australia. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. New graduates with less than 12 months post graduate professional work experience are eligible for employment at the Health Professional Level 1 and those applicants with more than 12 months post graduate professional work experience are eligible for employment at the Health Professional Level 2. Note: This is a temporary position available for a period of five months. Contact Officer: Nicole Usher (02) 6244 3286 nicole.usher@act.gov.au

Population Health

Health Protection Service

EH Food Team

Public Health Officer

Health Professional Level 1 \$56,241 - \$71,657, Canberra (PN: 12046)

Gazetted: 15 September 2016

Closing Date: 29 September 2016

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. A number of Environmental Health Officer positions are available in the Food Safety Team. The role may involve a variety of public health regulatory activities, including inspections of food businesses and management of outbreaks or other potential public health risks. There may also be future opportunities in the Environment Team depending on operational needs. The role would suit someone with tertiary qualifications in Environmental Health. Alternatively, people with general tertiary Applied Science qualifications are encouraged to apply as Environmental Health training is available. Suitably qualified applicants with less than 12 months relevant professional experience as suitable for this Health Professional Level 1 position.

Eligibility/Other Requirements: All applicants must meet one of the following qualification criteria:

Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA OR Have completed tertiary studies in applied science in the areas of Public Health, Food Science, Environmental Science or equivalent. Equivalency of studies and training is determined by senior environmental health staff. Applicants should call the contact officer for advice on whether they are eligible to apply. Applicants must have a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: The position may be filled at either the Health Professional Level 1 or Health Professional Level 2 classification, dependent upon the successful applicant's skills and experience. A level 1 position is available for those who are a recent graduate or has less than 12 months post graduate professional work experience. A level 2 position is available for those with at least 12 months post graduate professional experience.

Contact Officer: Lyndell Hudson (02) 6205 0956 lyndell.hudson@act.gov.au

Canberra Hospital and Health Services

Medicine

Medical

Administration Support Officer

Administrative Services Officer Class 2 \$51,436 - \$56,796, Canberra (PN: 21066)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: A temporary opportunity exists for an enthusiastic and motivated person to join the outpatient team in the Sleep and Respiratory medicine unit. The successful applicant must be flexible, have good customer service and communication skills, be able to work as a member of a team and meet deadlines. Responsibilities include: General reception duties such as booking and scheduling, file management, billing, coordination and action of incoming phone calls and other relevant duties as directed.

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

Note: This is a temporary position available until June 2017. To complete your application you must prepare responses to the selection criteria and upload this as part of your application.

Contact Officer: Jade Wheadon (02) 6174 8199 jade.wheadon@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health and Alcohol and Drug Services

ACT Wide Mental Health Services

Allied Health Assistant - Brian Hennessy Rehabilitation Centre

Allied Health Assistant 2 \$48,572 - \$55,686, Canberra (PN: 27164)

Gazetted: 15 September 2016

Closing Date: 22 September 2016

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

Overview of the work area and position: Brian Hennessy Rehabilitation Centre (BHRC) is a 30 bed, mental health rehabilitation facility that provides individualised care, based on recovery principles, to consumers with moderate to severe mental illness. The service aims to provide collaborative care involving the consumer, their carers and other key services whilst utilising evidence based interventions within a rehabilitation context and with a recovery

focus. The interventions offered in this setting are aimed toward consumers achieving independent living skills, improved mental health and integration back into the community.

Where possible, BHRC accesses services in the community rather than in-house programs in accordance with rehabilitation principles. The Centre offers 24hr care and support and staff work a rotating roster. Staff are required to undertake mandatory training to promote quality service delivery.

Eligibility/Other Requirements: A relevant Certificate III or recognised equivalent qualification is mandatory. Current driver's licence. Certificate IV in Allied Health Assistance and a minimum of 2 years experience in mental health is desirable. Please note prior to commencement successful candidates will be required to have current registration issued under the ACT *Working with Vulnerable People Act 2011* and undergo a pre-employment Police check.

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

Contact Officer: Toni Cooper (02) 6205 1222 toni.cooper@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

ACT Corrective Services

Director, Corporate Services, ACT Corrective Services

Executive Level 1.2 \$207,488 - \$216,372 depending on current superannuation arrangements, Canberra (PN: E850)

Gazetted: 09 September 2016

Closing Date: 23 September 2016

Details: The Justice and Community Safety Directorate is seeking applications from suitably qualified people for the executive position of Director, Corporate Services, ACT Corrective Services (ACTCS).

ACT Corrective Services, as a partner in the criminal justice system, contributes to safety through excellence in the delivery of adult correctional and community services. ACTCS Administration and Support Services Branch are responsible for providing corporate enabling functions to support operations and for strengthening organisational governance.

The Director, Corporate Services is responsible for providing leadership, effective management and political judgement in the delivery of correctional administrative and support services to the agency. The Director, Corporate Services must manage multidisciplinary corporate administrative teams, ensuring responsive service delivery to internal and external users including building organisational capability and capacity. The Director, Corporate Services must also provide sound high level financial advice and possess a good understanding of treasury and government processes.

Remuneration: The position attracts a remuneration package ranging from \$207,488 - \$216,372, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$161,528.

Contract: The successful applicant will be engaged under a performance based contract for up to five years.

Prospective applicants should be aware that individual contracts are tabled in the ACT Legislative Assembly.

Contact Officer: Don Taylor (02) 6207 0847 don.taylor@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**

Strategy Innovation and Customer Experience

Schools Program, Active Travel and Asset Strategy

Senior Manager Schools Program

Senior Officer Grade B \$114,847 - \$129,290, Canberra (PN: 37603)

Gazetted: 13 September 2016

Closing Date: 27 September 2016

Details: An opportunity exists within Transport Canberra and City Services as the Senior Manager Schools Program. This is a new position that will suit an outgoing person with a strong customer service focus. The Schools Program brings together services provided to, or around schools and school communities in a single access and coordination point into the Government. The Senior Manager will be responsible for managing the program that coordinates and works with parents, schools, the community, and service providers. The program deals with a wide range of issues including parking, safety and traffic management arrangements associated with the school environment. The Senior Manager, Schools Program will report to the Director, Schools Program, Active Travel and Asset Strategy. The development of effective working relationships with stakeholders at all levels is essential. The Senior Manager will be required to liaise with community, employees from Roads ACT, ACTION Buses, the Education Directorate, ACT Policing and Parking Operations.

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

Contact Officer: Andrew Pedersen (02) 6207 5389 andrew.pedersen@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$64,700 - \$70,057

Alicia Beauchamp 846-85093, Section 68(1), 8 September 2016

Senior Officer Grade C \$97,514 - \$104,967

Henry Gittleman 848-82927, Section 68(1), 12 September 2016

Administrative Services Officer Class 4 \$64,700 - \$70,057

Annaliese Tozzi 848-75575, Section 68(1), 8 September 2016

Exhibition Park in Canberra

Health

Registered Nurse Level 1 \$61,683 - \$82,398

Samantha Adam 846-99508, Section 68(1), 19 January 2017

Registered Nurse Level 1 \$61,683 - \$82,398

Jessica Bold 848-80876, Section 68(1), 26 January 2017

Registered Nurse Level 1 \$61,683 - \$82,398

Lynda Charnock 846-85288, Section 68(1), 7 September 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Susan Donnelly 845-02349, Section 68(1), 8 September 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Janice Irwin 850-41329, Section 68(1), 5 September 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Sanjo Jose 847-01823, Section 68(1), 9 September 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Augustine Joseph 847-02738, Section 68(1), 9 September 2016

Health Professional Level 2 \$59,971 - \$82,328

David Matsen 843-90797, Section 68(1), 7 September 2016

Administrative Services Officer Class 2/3 \$51,436 - \$62,720

Stephen Priddin 850-42698, Section 68(1), 19 September 2016

Allied Health Assistant 2 \$48,572 - \$55,686

Shareen Underwood 847-26123, Section 68(1), 7 September 2016

Registered Nurse Level 1 \$61,683 - \$82,398

Devi Vijayan 834-45290, Section 68(1), 9 September 2016

Justice and Community Safety

Administrative Services Officer Class 2 \$51,436 - \$56,796

Saiepiriyah Jeyaharan 846-87961, Section 68(1), 12 September 2016

Transport Canberra and City Services

Administrative Services Officer Class 5 \$71,907 - \$76,114

Violetta Rowena Bontes-Forward 848-80438, Section 68(1), 8 September 2016

Bus Operator - Training \$64,269

Surinder Gunchlla 848-80614, Section 68(1), 9 September 2016

Administrative Services Officer Class 3 \$58,278 - \$62,720

Ryland Harris 848-66337, Section 68(1), 1 October 2016

Bus Operator - Training \$64,269

Ranjit Kang 848-80657, Section 68(1), 9 September 2016

Bus Operator - Training \$64,269

Gurwinder Khehra 848-80673, Section 68(1), 9 September 2016

Bus Operator - Training \$64,269

Raghveer Khosa 848-80665, Section 68(1), 9 September 2016

Bus Operator - Training \$64,269

Christian Magno 848-80622, Section 68(1), 9 September 2016

Professional Officer Class 1 \$54,705 - \$75,852

Alissa McCulloch 848-81051, Section 68(1), 9 September 2016

Bus Operator - Training \$64,269

Dylan McLackland-Wintour 848-80681, Section 68(1), 9 September 2016

Bus Operator - Training \$64,269

Ravi Paul 848-80710, Section 68(1), 9 September 2016

Bus Operator - Training \$64,269

Anthony Ryan 848-80702, Section 68(1), 9 September 2016

Bus Operator - Training \$64,269

Satwinder Singh 848-80630, Section 68(1), 9 September 2016

Bus Operator - Training \$64,269

Sebastian Soby 848-80649, Section 68(1), 9 September 2016

TRANSFERS

Environment and Planning

Brenton John Webster: 846-87531

From: General Service Officer Level 5/6 \$50,666
Chief Minister, Treasury and Economic Development
To: General Service Officer Level 5/6 \$50,666 - \$55,760
Environment and Planning, Canberra (PN. 41628) (Gazetted 22 March 2016)

Health

Jose Gutierrez: 824-32519

From: Registered Nurse Level 1 \$61,683 - \$82,398
Health
To: Registered Nurse Level 1 \$61,683 - \$82,398
Health, Canberra (PN. 17290) (Gazetted 23 June 2016)

Tegan Murray: 831-24649

From: Health Professional Level 3 \$84,697
Health
To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)
Health, Canberra (PN. 37524) (Gazetted 12 April 2016)

Diana Wing: 848-80606

From: \$111,021
Calvary Public Hospital Bruce
To: Registered Nurse Level 1 \$61,683 - \$82,398
Health, Canberra (PN. 31401) (Gazetted 1 January 2001)

PROMOTIONS

ACT Audit Office

Professional Services

Rosario Janet San Miguel Pena: 846-87427

From: Audit Band 2 \$100,537 - \$139,061
ACT Audit Office
To: †Senior Audit Manager \$114,992 - \$133,383
ACT Audit Office, Canberra (PN. 25227) (Gazetted 25 July 2016)

Chief Minister, Treasury and Economic Development

Shared Services

Finance

Financial Applications Support Team

Claire Drinkwater: 836-12706

From: Administrative Services Officer Class 4 \$64,700 - \$70,057

Chief Minister, Treasury and Economic Development

To: †Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development, Canberra (PN. 10204) (Gazetted 2 May 2016)

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

Access Canberra

Projects, Governance and Support

Strategic ICT - Business Systems and Reform

Christopher Polzin: 827-44758

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Chief Minister, Treasury and Economic Development, Canberra (PN. 03186) (Gazetted 10 August 2016)

Community Services

Housing and Community Services

Housing ACT

Gateway Services

Rochelle Doreen Bessey: 778-10714

From: Administrative Services Officer Class 6 \$77,482 - \$88,676

Community Services

To: †Senior Officer Grade C \$97,514 - \$104,967

Community Services, Canberra (PN. 26623) (Gazetted 2 August 2016)

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

Housing and Community Services

Business Development

Policy and Participation

Alexandra Furphy: 827-29347

From: Administrative Services Officer Class 4 \$64,700 - \$70,057

Community Services

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Community Services, Canberra (PN. 31512) (Gazetted 6 July 2016)

Housing and Community Services

Business Development

Policy and Participation

Rebecca McIntyre: 844-82560

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Community Services

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Community Services, Canberra (PN. 00041) (Gazetted 6 July 2016)

Cultural Facilities Corporation

ACT Museums and Galleries

Historic Places

Cally Earnshaw: AGS 844-81920

From: Administrative Services Officer Class 4 \$64,700- \$70,057

Transport Canberra and City Services

To: Administrative Services Officer Class 5 \$71,907 - \$76,114

Cultural Facilities Corporation, Canberra (PN. 9004) (Gazetted 9 September 2015)

Disability ACT

Child Development Service

Lady Casenas: 820-76980

From: Administrative Services Officer Class 2 \$\$51,436 - \$56,796

Community Services

To: Administrative Services Officer Class 3 \$\$58,278 - \$62,720

Community Services, Canberra (PN:36133) (Gazetted 29/05/2016)

Education

Office for Schools

Belconnen Network

Macquarie Primary School

Shelley Jacobs: 824-57927

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Education

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Education, Canberra (PN. 36389) (Gazetted 2 August 2016)

Office for Schools

Belconnen Network

University of Canberra High School Kaleen

Sasha Pighin: 761-22872

From: Administrative Services Officer Class 3 \$58,278 - \$62,720

Education

To: Administrative Services Officer Class 4 \$64,700 - \$70,057

Education, Canberra (PN. 33917) (Gazetted 18 July 2016)

Office for Schools

Belconnen Network

University of Canberra High School Kaleen

Merrielle Anne Reed: 713-06146

From: Administrative Services Officer Class 5 \$71,907 - \$76,114

Education

To: Administrative Services Officer Class 6 \$77,482 - \$88,676

Education, Canberra (PN. 31282) (Gazetted 18 July 2016)

Office for Schools

North and Gungahlin Network

Harrison School

Benjamin Saunders: 843-44010

From: General Service Officer Level 8 \$62,304 - \$65,835

Education

To: †General Service Officer Level 10 \$77,482 - \$88,676

Education, Canberra (PN. 35399) (Gazetted 29 February 2016)

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

Environment and Planning

Government Services, Communications and Legislation Services

Legislation Services

Clinton John Dengate: 844-02700

From: Senior Officer Grade C \$97,514 - \$104,967

Environment and Planning

To: †Senior Officer Grade B \$114,847 - \$129,290

Environment and Planning, Canberra (PN. 17627) (Gazetted 4 August 2016)

Health

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Alfred Cardona: 848-80024

From: Enrolled Nurse Level 1 \$55,944 - \$59,772

Health

To: Enrolled Nurse Level 2 \$60,728

Health, Canberra (PN. 24129) (Gazetted 23 June 2016)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Alcohol and Drug Program

Angela Maloney: 831-22758

From: Registered Nurse Level 1 \$61,683 - \$82,398

Health

To: Registered Nurse Level 2 \$85,659 - \$90,789

Health, Canberra (PN. 28462) (Gazetted 4 August 2016)

Population Health

Malcolm McCulloch: 844-83272

From: Health Professional Level 2 \$59,971 - \$82,328

Health

To: †Health Professional Level 4 \$97,514 - \$104,967
Health, Canberra (PN. 36674) (Gazetted 21 July 2016)

Population Health

Malcolm McCulloch: 844-83272

From: Health Professional Level 2 \$59,971 - \$82,328
Health

To: Health Professional Level 4 \$97,514 - \$104,967
Health, Canberra (PN:36674) (Gazetted 21/07/2016)

Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Deputy Director General Canberra Hospital and Health Services

Jade McGlashan: 835-97286

From: Administrative Services Officer Class 3 \$58,278 - \$62,720
Health

To: Administrative Services Officer Class 4 \$64,700 - \$70,057
Health, Canberra (PN. 23038) (Gazetted 28 July 2016)

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

ACT Wide Mental Health Services

Jade Nolan: 839-27118

From: Health Professional Level 2 \$59,971 - \$82,328
Health

To: Health Professional Level 3 \$84,697 - \$89,244 (up to \$93,671 on achieving a personal upgrade)
Health, Canberra (PN. 16183) (Gazetted 7 July 2016)

Canberra Hospital and Health Services

Allied Health Adviser

Allied Health Adviser

Tenny Ramis: 831-24809

From: Administrative Services Officer Class 3 \$58,278 - \$62,720
Health

To: Administrative Services Officer Class 4 \$64,700 - \$70,057
Health, Canberra (PN. 32221) (Gazetted 16 June 2016)

Justice and Community Safety

Human Rights Commission

Discrimination, Health Services, Disability and Community Services

Alison Murley: 843-9977

From: Senior Officer Grade C \$97,514 - \$104,967
ACT Human Rights Commission

To: †Senior Officer Grade B \$114,847 - \$129,290
Justice and Community Safety, Canberra (PN. 09939) (Gazetted 23 June 2016)

Family Safety

Madelon Rosenberg: 835-63326

From: Administrative Services Officer Class 6 \$77,482 - \$88,676

Justice and Community Safety

To: †Senior Officer Grade B \$114,847 - \$129,290

Justice and Community Safety, Canberra (PN. 37263) (Gazetted 5 August 2016)

Transport Canberra and City Services

Roads and Infrastructure

City Presentation

Urban Treescapes

Jeffrey Albrecht: 848-80286

From: General Service Officer Level 5/6 \$50,666 - \$55,760

Chief Minister, Treasury and Economic Development

To: †General Service Officer Level 7 \$57,493 - \$60,714

Transport Canberra and City Services, Canberra (PN. 45581) (Gazetted 12 July 2016)

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