



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 05 October 2017**

## VACANCIES

### Calvary Health Care ACT (Public)

#### Medical

##### Senior Medical Registrar

**Senior Registrar \$138,667, Canberra (PN: )**

Gazetted: 06 October 2017

Closing Date: 18 October 2017

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

Reference Number: 15941

Contact Officer: Ken Khoo 0418 865 783 [MedAdmin@calvary-act.com.au](mailto:MedAdmin@calvary-act.com.au)

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

#### Clare Holland House

##### Palliative Care

##### Nursing

##### Clinical Nurse Practitioner

**Registered Nurse Level 4 Grade 2 \$122,486, Canberra (PN: TBA)**

Gazetted: 12 October 2017

Closing Date: 18 October 2017

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

Reference Number: 15975

Contact Officer: Jane Etchells (02) 6264 7300 [lynne.o'callaghan@calvary-act.com.au](mailto:lynne.o'callaghan@calvary-act.com.au)

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

#### Workplace Health and Safety

##### Injury Management

##### Injury Management Advisor

**ASO6.1 - ASO6.3 \$79,824 to \$83,932, Canberra (PN: )**

Gazetted: 06 October 2017

Closing Date: 15 October 2017

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

Reference Number: 15959

Contact Officer: Brea Richardson (02) 6201 6750 [Brea.Richardson@calvary-act.com.au](mailto:Brea.Richardson@calvary-act.com.au)

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

#### Clare Holland House

##### Palliative Care

##### Nursing

##### Registered Nurse

**Registered Nurse Level 1 Year 5 to Year 8 \$75,196 - \$84,888, Canberra (PN: TBA)**

Gazetted: 12 October 2017

Closing Date: 23 October 2017

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

Reference Number: 15972

Contact Officer: Lynne O'Callaghan (02) 6264 7300 [lynne.o'callaghan@calvary-act.com.au](mailto:lynne.o'callaghan@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](mailto:jobs@act.gov.au)**

**CIT Brand and Business Development**

**CIT Marketing**

**Digital Media Officer**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38789)**

Gazetted: 09 October 2017

Closing Date: 16 October 2017

Details: An opportunity exists for a motivated result driven Digital Media Specialist at Canberra Institute of Technology (CIT). Under the general direction of the Marketing Manager, the Digital Media Specialist will be responsible for creating innovative digital media campaigns that align with the CIT strategic goals. The Digital Media Specialist will work closely with the Marketing Manager, the Marketing Account Managers and the CIT web team to develop and deliver creative digital content for the Canberra Institute of Technology to meet client service outcomes. 'CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.'

Eligibility/Other Requirements: Desirable: Qualification in Graphic Design, Digital Media, Web Design or other related field ; solid knowledge of the Adobe Creative Suite, Final Cut Pro, Premiere Pro, After Effects, Audacity or other media editing software.

Note: This is a temporary position available until 3 September 2018 with the possibility of extension.

Contact Officer: Rebecca Sporcic (02) 6207 4073 [rebecca.sporcic@cit.edu.au](mailto:rebecca.sporcic@cit.edu.au)

**Corporate Services**

**Business Support**

**Business Support Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 54730)**

Gazetted: 06 October 2017

Closing Date: 13 October 2017

Details: Business Support Managers are a critical part of the Canberra Institute of Technology's (CIT's) matrix management operations and are responsible for providing financial, business process and management accounting support to CIT's Colleges and Divisions including financial and management analysis and reporting, researching and providing advice to Executives, Directors and Managers on financial impacts of decisions, including human resource planning and recruitment. Successful applicants will have (among other factors) demonstrated experience and capability in management accounting, analysis and reporting, procurement processes and delivery, and performance analysis and reporting. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Tertiary qualifications or equivalent in Finance and Accounting would be well regarded.

Note: This position was advertised on 1 August 2017 and is being readvertised, previous applicants will be considered and need not reapply. This is a temporary position available for a period of twelve months with the possibility of extension up to five years. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Contact Officer: Karl Caig (02) 6207 3363 [karl.caig@cit.edu.au](mailto:karl.caig@cit.edu.au)

**Chief Minister, Treasury and Economic Development**

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

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

**Workplace Safety and Industrial Relations**

**Injury Management and Safety**

**Senior Case Manager**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 08037, several)**

Gazetted: 05 October 2017

Closing Date: 20 October 2017

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations for enthusiastic and motivated individuals who are keen to work in a dynamic, busy and challenging environment. The position of Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals.

Essential to the role is proactive communication and the coordination of day to day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment.

Eligibility/Other Requirements: Qualifications and/or extensive practical experience in compensation and rehabilitation case management, Human Resources, Allied Health or other related will be well regarded.

Note: These are temporary positions available for a period of six months with the possibility of permanency.

Contact Officer: Penny Shields (02) 6207 5229 [penny.shields@act.gov.au](mailto:penny.shields@act.gov.au)

**Enterprise Canberra**

**VisitCanberra**

**Strategic Partnerships and Visitor Services**

**Partnerships and Distribution Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 43461)**

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: VisitCanberra is seeking a positive, dynamic and collaborative Partnerships and Distribution Officer, to join our fast-paced Strategic Partnerships and Visitor Services team. You will have knowledge of the tourism industry and be responsible for coordinating and delivering VisitCanberra's key international programs to promote Canberra and the region to the world. The role includes coordinating the training program for international travel agents, delivering VisitCanberra's involvement and presence at key trade and business-to-business events, managing relationships with inbound tour operators and working with tourism industry partners.

Eligibility/Other Requirements: Current driver's licence; current passport; flexible work arrangements and knowledge of the tourism industry.

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

Contact Officer: Jacquie Roberts (02) 6205 1383 [jacquie.roberts@act.gov.au](mailto:jacquie.roberts@act.gov.au)

**Access Canberra**

**Construction, Environment and Workplace Protection**

**Compliance and Enforcement**

**Inspector – Light Rail**

**ORS Inspector 6 (WorkCover Officer 6) \$79,824 - \$91,356, Canberra (PN: 39353, several)**

Gazetted: 05 October 2017

Closing Date: 23 October 2017

Details: WorkSafe ACT is looking to fill a number of new Inspector positions to uphold work and safety standards on the ACT Phase 1 Light Rail corridor during construction over the next 18 months, commissioning, start-up and ongoing operation. This is an exciting time to join WorkSafe ACT and we are looking for talented and energetic individuals who want to work as part of a team that are committed to protecting the health and safety of workers and the broader community. The ideal candidates will have experience or strong claims in regulating Light Rail (or a similar workplace) work health and safety requirements, experience in developing and reviewing Safety Work Method Statements and qualification in Work Health and Safety and/or Investigations (or progress towards

achieving a qualification). If this sounds like you please consider lodging an application, we would love to talk to you.

Eligibility/Other Requirements: Current driver's licence or the ability to obtain one. Willingness to wear a uniform; willingness to undertake ongoing competency-based training related to the construction of Light Rail and broader work health and safety regulatory activities.

Note: These are temporary position available until 30 June 2020.

Contact Officer: Mark Kalleske (02) 6207 0130 mark.kalleske@act.gov.au

**Shared Services**

**Strategic Business**

**Project Hub Management**

**Project Coordinator**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 28168, several)**

Gazetted: 05 October 2017

Closing Date: 19 October 2017

Details: Strategic Business are seeking experienced Project Coordinators to support a range of business and information technology projects in accordance with recognised project management methodologies to deliver quality outcomes.

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

Contact Officer: Peter Sing (02) 6207 8853 peter.sing@act.gov.au

**Shared Services**

**Strategic Business**

**Portfolio Hub**

**Portfolio Hub Coordinator**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 01805)**

Gazetted: 05 October 2017

Closing Date: 19 October 2017

Details: Strategic Business are seeking an experienced coordinator to assist the Portfolio Hub by providing high level administrative and coordination support, utilising strong written communication skills along with a good understanding of reporting analytics.

Contact Officer: Lucy Taylor (02) 6207 6307 lucy.taylor@act.gov.au

**Shared Services Information and Communication Technology**

**Technology Services**

**Service Assurance**

**ICT Purchasing Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 14574)**

Gazetted: 10 October 2017

Closing Date: 17 October 2017

Details: The Service Assurance team are looking for an experienced candidate to support the achievement of Shared Services Information and Communication Technology (ICT) organisational objectives through the delivery of quality customer services and ICT solutions. The ICT Purchasing Officer will assist in the management of the purchasing of ICT goods and services on behalf of the ACT Government and liaise with clients and vendors to ensure goods are delivered on time.

Note: This is a temporary position available until 24 October 2018 with the possibility of extension and/or permanency.

Contact Officer: Mushfique Saleheen (02) 6205 3547 mushfique.saleheen@act.gov.au

**Procurement, Property and Venues**

**Venues Canberra**

**National Arboretum Canberra**

### **Events and Marketing Assistant**

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

Gazetted: 10 October 2017

Closing Date: 24 October 2017

Details: The National Arboretum Canberra is looking for a motivated Events and Marketing Assistant to assist the Events and Community Engagement Manager in all aspects of administration tasks. You will have strong skills in MS Office suite of software, have attention to detail and an ability to be able to prioritise your workload. You will be able to perform a range of support duties that will include supporting the Visitor Services team with event preparation, marketing including monitoring social media platforms, volunteer programming and education programs.

Eligibility/ Other Requirements: Experience in similar roles would be an advantage. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Hannah Semler (02) 6205 3571 hannah.semmler@act.gov.au

### **Treasury**

#### **Shared Services ICT**

#### **Applications Service Delivery**

#### **Junior Test Analyst**

#### **Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 14389)**

Gazetted: 05 October 2017

Closing Date: 13 October 2017

Details: Shared Services Information and Communication Technology (ICT) are seeking the services of a suitably qualified or experienced candidate to assist in the testing phases of operational and development activities including the testing of managed software deployments and large scale upgrades of Standard Operating Environments (SOE) within a small team.

Eligibility/Other Requirements: The possession of, or the ability to attain an ACT Government Baseline Security Clearance is a requirement.

Note: This is a temporary position available for a period of six months with the possibility of extension dependent on project delivery requirements.

How to Apply: Applications for this role should address the Selection Criteria and be limited to no more than two pages. Supporting documentation should be limited to resume and referee reports.

Contact Officer: Leanne McKeough (02) 6207 5628 leanne.mckeough@act.gov.au

### **Access Canberra**

#### **Licensing and Registrations**

#### **Document Management**

#### **Client Service Officer**

#### **Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 03189, several)**

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: Access Canberra is looking for team members who love challenges. Our search requests are occasionally like looking for needles in a hay stack. You should be a team player, have good customer service experience and basic office and computer skills. The job entails scanning, maintaining road transport authority records, retrieval of information from our electronic storage system and mail distribution.

Eligibility/Other Requirements: These are identified position accordance with, *Discrimination Act 1991*, open for applications from Aboriginal or Torres Strait Islander People or People with Disability only. Confirmation of Aboriginality or proof of Disability may be required.

Note: These are temporary position available for six months with the possibility of extension. Successful applicant may be based on application and referee report only.

Contact Officer: Brett Swale (02) 6207 7077 brett.swale@act.gov.au

### **Policy and Cabinet Division**

**Strategic Policy and Cabinet Group  
Intergovernmental Relations  
Manager**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 10899)**

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: The position in the Intergovernmental Relations team involves working in a fast-paced environment, on multiple concurrent activities, spanning a wide cross section of topics. There are often last minute papers arriving for meetings and inter-government fora and for agreement negotiations that require quick analysis and advice, as well as flexible working hours. The successful candidate will be highly organised and have a great attention to detail; as well as highly effective consultation and communication skills.

Eligibility/Other Requirements: Please refer to the attached Position Description and Selection Criteria.

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

Contact Officer: Sara Burns (02) 6205 5347 sara.burns@act.gov.au

**Access Canberra**

**Projects, Governance and Support**

**Government Business and Coordination**

**Senior Manager, Government Business and Coordination**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 15323)**

Gazetted: 11 October 2017

Closing Date: 18 October 2017

Details: Do you consider yourself a human octopus? If you do - we have the job for you. We need someone who is able to juggle multiple issues at the same time. Someone who is energetic and wants to manage and lead a team in a fast paced environment. We need someone who is results-driven, proactive and has exceptional attention to detail while also being able to see the big picture. Fortunately this position leads one of the best teams in Access Canberra and make your days enjoyable to come to work. Access Canberra is on the hunt for a Senior Manager to manage our busy Government Business and Coordination team. The team works with All Government Business (briefs, ministerials, Cabinet, Assembly), Coordination and manages multiple whole of Access Canberra issues (like Annual Reports, Annual Report Hearings, Estimate Hearings etc), Freedom of Information requests and provides secretariat support services for a number of committees including the Gambling and Racing Commission Board. You will be responsible for managing and leading the team through multiple pieces of work and continue to streamline and improve processes along the way. Please refer to the job position description for further detail on the Senior Manager's role and responsibilities.

Note: The successful applicant may be selected based on written application and referee reports only.

How to Apply: If this sounds like you we want to hear from you. Please send in your application, of no more than two pages, addressing the selection criteria.

Contact Officer: Linda Southwell (02) 6205 0060 linda.southwell@act.gov.au

**Shared Services**

**Strategic HR and Corporate**

**Change and Business Support**

**Recruitment Specialist**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 31474)**

Gazetted: 06 October 2017

Closing Date: 23 October 2017

Details: This position will suit a Recruitment Specialist who has current contemporary experience and knowledge building and developing innovative methods of assessing new candidates. Your role will involve providing expert advice to hiring managers and recruitment panels on contemporary recruitment as well as providing sound judgement regarding good governance (merit and ethical aspects of recruitment).

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

Contact Officer: Al McLean (02) 6207 2260 al.mclean@act.gov.au

**Shared Services**

## **Human Resources**

### **HR Systems**

#### **Test Team Leader, HR Systems**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16486)**

Gazetted: 06 October 2017

Closing Date: 20 October 2017

Details: Shared Services HR System team is seeking a suitably qualified Test Team leader to lead and manage the testing of the ACT Government's Human Resources Information Management system which includes Chris21, HR21, Payroll processing and peripheral software and interfaces.

Eligibility/Other Requirements: Knowledge and understanding of ACTPS Human Resource Information Management System (HRMIS) environment is desirable.

How to Apply: Applications should include a supporting statement outlining experience and/or ability in accordance with the selection criteria, the application coversheet, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Linda Vella (02) 6205 2788 linda.vella@act.gov.au

## **Enterprise Canberra**

### **Visit Canberra**

#### **Strategic Partnerships and Visitor Services**

##### **Partnerships and Distribution Manager**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36791)**

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: VisitCanberra is seeking a positive, dynamic and collaborative Partnerships and Distribution Manager, to join our fast-paced Strategic Partnerships and Visitor Services team. You will have experience in the tourism industry, and be responsible for managing VisitCanberra's key international and domestic partnership programs to encourage visitation to Canberra and the region. This includes managing and increasing industry participation in VisitCanberra's international programs, managing VisitCanberra's presence at key business-to-business events, and managing relationships with key partners including airlines, international distribution partners, online travel agencies and Tourism Australia.

Eligibility/Other Requirements: Current driver's licence; current passport; flexible working hours and knowledge of the tourism industry.

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

Contact Officer: Jacquie Roberts (02) 6205 1383 jacquie.roberts@act.gov.au

## **Economic Development**

### **Enterprise Canberra**

#### **ArtsACT**

##### **Project Officer, Capital Works and Stakeholder Liaison**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39233)**

Gazetted: 11 October 2017

Closing Date: 25 October 2017

Details: ArtsACT is seeking a motivated Project Officer to work in the Arts Infrastructure team on the delivery of Belconnen Arts Centre Stage 2 and on planning for arts organisations moving to the Kingston Arts Precinct. The successful applicant will have exceptional organisational and administrative skills and will have demonstrated experience in the delivery of capital works projects. To fully support the arts organisations impacted by both projects, demonstrated experience working productively with a variety of stakeholders is required. The successful applicant will enjoy being part of a small committed team that is passionate about the arts.

Eligibility/Other Requirements: Relevant tertiary qualifications such as a Degree in Architecture or other related fields. Project management qualifications will also be viewed highly. Familiarity with Management and Reporting Systems for capital works (P-MARS) is desirable.

Note: This is a temporary position available for up to three years.

Contact Officer: Libby Gordon (02) 6205 5468 libby.gordon@act.gov.au



**Corporate**

**People and Capability Branch**

**Workplace Environment**

**Senior Human Resources Advisor**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55762)**

Gazetted: 06 October 2017

Closing Date: 13 October 2017

Details: An opportunity exists for a suitably experienced officer to work as part of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Corporate People and Capability Branch (HR) as a Senior Human Resource Advisor. The position is located in the City and operates as part of a small outcomes based team. The role involves supervision, injury management, safety, health and wellbeing and the successful applicant will work closely with staff, managers and the whole of government injury management team to achieve positive return to work outcomes. The role will involve leadership in the implementation of CMTEDD's Work Health and Safety Management System. We are seeking someone with this specific knowledge and experience, a positive and outcomes focussed attitude as well as general HR and supervisory experience. They will enjoy working in a dynamic and complex environment and be able to work confidently both autonomously and as part of a team.

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

Contact Officer: Leanne Martens (02) 6205 0290 [leanne.martens@act.gov.au](mailto:leanne.martens@act.gov.au)

**Community Services**

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

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

**Housing ACT**

**Executive Support Unit**

**Assistant Manager, Executive Support**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 36469)**

Gazetted: 11 October 2017

Closing Date: 18 October 2017

Details: The Executive Support Unit of Housing ACT is looking for a high performing person who shows initiative and can work in a dynamic and high pressure environment to permanently fill the role of Assistant Manager, Executive Support. If you like interesting and fulfilling work; can juggle lots of competing priorities and have a great understanding of Cabinet and Assembly business, then this is a great opportunity to use your skills in a role where no two days are the same. Supporting the Senior Manager and Manager of the Executive Support Unit, the Assistant Manager manages Assembly Business for Housing ACT including briefs for Budget Estimates Hearings, Annual Report Hearings and Assembly Question Time, as well as Assembly and Whole of Government reporting and coordination tasks. The Assistant Manager works closely with the Organisational Governance Unit in Community Services Directorate (CSD) to achieve high quality briefing materials for Housing ACT, the Directorate and the Minister with a focus on accuracy, consistency and making sure all the dots are connected from a policy and operational perspective. This role is a key part of a passionate and proactive team who enjoy being challenged in their day to day work, achieving great outcomes and working together to best support the Minister's office, Executive and other business units of Housing ACT. If this sounds like an opportunity you would be interested in, we would love to hear from you.

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

Contact Officer: Tracey Lianos (02) 6207 1396 [tracey.lianos@act.gov.au](mailto:tracey.lianos@act.gov.au)

**Inclusion and Participation**

**Office for Women**

**Senior Policy Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37139)**

Gazetted: 05 October 2017

Closing Date: 26 October 2017

Details: We are seeking a high performing Senior Policy Officer for a position in the Office for Women, Inclusion and Participation Branch, Community Services Directorate. To be successful in this position you will have proven skills in policy development, briefing, program management, stakeholder engagement, and an ability to work to tight time frames.

Eligibility/Other Requirements: Relevant tertiary qualifications are desirable but not essential.

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

Contact Officer: Freya O'Brien (02) 6205 8434 freya.o'brien@act.gov.au

## **Corporate Services**

### **People Management**

#### **Workforce Development – Training Systems**

##### **Online Support Officer**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 03152)**

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: We are looking for an enthusiastic individual who likes daily challenges and finding solutions around Information Technology (IT) based learning management systems and the development of e-Learning programs. This will include the management of the day to day operations of business systems that support learning and development within Community Services Directorate (CSD). You will be working as part of a team to develop and implement both workplace learning and e-learning programs for the Directorate in addition to other learning strategies used in CSD including face to face/classroom training; assist with the day to day running and administration of CSD's Learning Management System, and providing reports to management around learning programs, schedules and individual performance plans. As part of a team you will be required to undertake assessments of the learning needs of a team and develop an appropriate response to meet these needs; accurately maintain data systems and prepare reports related to the Workforce Development activities undertaken by CSD; and liaise with contractors in relation to business systems that support learning and development systems within CSD.

Note: This is a temporary position available until February 2018 with the possibility of extension. Previous applicants will be considered and do not need to apply.

Contact Officer: Luke Drady (02) 6207 1061 luke.drady@act.gov.au

## **Housing ACT**

### **Executive Support Unit**

#### **Manager, Executive Support**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39159)**

Gazetted: 11 October 2017

Closing Date: 18 October 2017

Details: The Executive Support Unit of Housing ACT is looking for a high performing person who shows initiative and can work in a dynamic and high pressure environment to fill the role of Manager, Executive Support. If you like interesting and fulfilling work; can juggle lots of competing priorities and have a great understanding of Cabinet and Assembly business, then this is a great opportunity to use your skills in a role where no two days are the same. Supporting the Senior Manager of the Executive Support Unit, the Manager is the key contact point for the Housing ACT Directorate Liaison Officer, oversee the work flow of Ministerial and Directorate briefs and correspondence and manages briefs for Budget Estimates Hearings, Annual Report Hearings and Assembly Question Time. The Manager also provides advice on Cabinet and Assembly matters and works closely with the Organisational Governance Unit in Community Services Directorate (CSD) to achieve high quality Cabinet and Assembly briefing materials. This role is a key part of a passionate and proactive team who enjoy being challenged in their day to day work, achieving great outcomes and working together to best support the Minister's office, Executive and other business units of Housing ACT. If this sounds like an opportunity you would be interested in, we would love to hear from you.

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

Contact Officer: Tracey Lianos (02) 6207 1396 tracey.lianos@act.gov.au

## **Education**

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

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

### **Business Services**

#### **Strategic Finance**

#### **Financial Services**

#### **Assistant Manager**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16308)**

Gazetted: 11 October 2017

Closing Date: 18 October 2017

Details: The Education Directorate is seeking applications from self motivated individuals who have excellent consultancy and oral and written communication skills. The successful applicant will primarily be required to manage and monitor the implementation of contracts for licensing and procurement for the Education Directorate, however financial management and reporting is also required. The ability to prepare reports, briefings and drafting of replies to senior management, ministerial and other correspondence within government is essential. Successful applicants will also be required to assist in preparing financial and management accounting reports for internal and external clients, and undertake ad hoc and special projects as required. The ability to work under pressure is also an advantage.

Eligibility/ Other Requirements: Relevant experience working with contract management within government.

Previous experience in a finance related role.

Note: This is a temporary position available for 12 months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Megan Parker (02) 6205 2911 [megan.parker@act.gov.au](mailto:megan.parker@act.gov.au)

### **Deputy Director General**

#### **Information and Knowledge Services**

#### **Digital Transformation**

#### **Project Officer**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38986)**

Gazetted: 11 October 2017

Closing Date: 25 October 2017

Details: The Education Directorate is engaged in an exciting and challenging multi-year upgrade of its Information Technology (IT) Portfolio across school and student administration systems. The person in this position performs a key role in the analysis, progress and socialisation of policies, procedures and documentation related to supporting effective Information and Communication Technology (ICT) use in teaching and learning. The person also provides support and advice to the Chief Information Officer and senior management by developing policy, procedures and documentation that shape the way learning and teaching use ICT. In particular this person will work in a small team implementing the "Devices for Year 7 and Year 11 Students" project. You will need to be self-motivated, adaptable and have efficient and effective communication skills. You will have highly developed work management and organisational skills including the ability to effectively manage workloads, work independently and as part of a team, deliver high quality service to internal and external stakeholders and meet workplace objectives.

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

Note: This is a temporary position available for 33 months with the possibility of an extension and/or permanency.

Contact Officer: Ian French (02) 6205 9103 [ian.french@act.gov.au](mailto:ian.french@act.gov.au)

## **Environment, Planning and Sustainable Development**

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

**Executive Director, Environment**

**Executive Level 2.5 \$273,021 - \$285,142 depending on current superannuation arrangements, Canberra (PN: E757)**

Gazetted: 06 October 2017

Closing Date: 20 October 2017

Details: The Environment, Planning and Sustainable Development Directorate (EPSDD) is responsible for developing and implementing sustainability policies and programs, including those relating to climate change, energy, nature conservation, environment protection, construction services, heritage and water. It administers the Territory Plan and is responsible for spatial planning, planning approvals and sustainable urban design.

The Directorate includes: the ACT Parks and Conservation Service, which manages the ACT's conservation estate including nature reserves, national parks, commercial softwood forests and rural lands; the Asbestos Response Taskforce; and the Public Housing Renewal Taskforce.

EPSDD has a vacancy in the role of Executive Director, Environment. The position has oversight of the ACT Parks and Conservation Service, environmental policy, nation leading conservation research, supporting heritage in our community, and oversees the ACT's water policy and catchment management. The Executive Director's broad portfolio provides for integration of policy and implementation across the 'bush capital'.

The position also holds the statutory role of Conservator of Flora and Fauna.

The position requires an energetic person with exceptional leadership and management skills to lead high performing teams and set direction within a complex organisation that has a broad range of responsibilities.

Experience at an executive level in effective governance, financial management and people management, as well as superior skills in stakeholder engagement, collaborative partnerships, balanced decision making and issue management is essential.

Eligibility/Other Requirements: Formal qualifications in Environmental Science or a related field is essential.

Remuneration: The position attracts a remuneration package ranging from \$273,021 to \$285,142 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$220,381.

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

Contact Officer: Further information about the position is available from Geoffrey Rutledge (02) 6207 5001 [geoffrey.rutledge@act.gov.au](mailto:geoffrey.rutledge@act.gov.au)

**Sustainability & the Built Environment**

**Urban Renewal**

**Public Housing Renewal Taskforce**

**Senior Program Manager, Governance and Community**

**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39346)**

Gazetted: 06 October 2017

Closing Date: 13 October 2017

Details: Urban Renewal is seeking an exceptional leader to undertake the role of Senior Program Manager for the Public Housing Renewal Taskforce. This position provides high level leadership and management to a small team working under high pressure with tight deadlines. You will be an expert source of advice on governance reporting as well as steering committee processes. You will require a detailed understanding of ACT Government policy and procedures with the ability to interpret and apply legislation in managing risk, budgeting, procurement, annual reporting and Freedom of Information (FOI). The occupant will be expected to provide high level secretariat support to the Public Housing Renewal Steering Committee; provide high level expert advice, governance and policy guidance to senior executives on complex strategic issues, proposals and documents in relation to the public housing renewal program; undertake and oversee complex Ministerial correspondence, briefings, speeches and talking points, Cabinet submissions, business cases and strategic documents for the Executive team; liaise with and represent the Taskforce in meetings with other agencies, the ACT community and various other external organisations.

Note: This is a temporary position available until 30 June 2019 with the possibility of extension. Selection may be based on application and referee reports only.

How to apply: Applications are sought from potential candidates and should include a supporting statement of no more than two pages addressing the selection criteria and a current curriculum vitae  
Contact Officer: Paul Lewis (02) 6207 1777 paul.lewis@act.gov.au

**Environment**

**Parks and Conservation Service**

**Projects**

**Senior Planner**

**Infrastructure Officer 3 \$100,694 - \$110,536, Canberra (PN: 39098)**

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: The position requires well developed skills in environmental and cultural planning and stakeholder management to provide professional advice and assistance to other officers and managers within Environment, Planning and Sustainable Development.

Eligibility/Other Requirements: Tertiary qualifications in Planning, Architecture or Landscape Architecture are mandatory.

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

Contact Officer: Ros Ransome (02) 6205 9775 ros.ransome@act.gov.au

**Environment**

**Catchment and Water Policy**

**Catchment Management**

**Senior Policy Officer- Water Sensitive Urban Design**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 15431)**

Gazetted: 06 October 2017

Closing Date: 27 October 2017

Details: Environment Planning and Sustainable Development Directorate (EPSDD) are seeking a professional officer to be responsible for water sensitive urban design (WSUD) policy development and implementation in the ACT. They will manage master plans, estate development plans and development applications that deal with water sensitive urban design and stormwater management matters through providing sound technical and policy advice. They will support the section in the delivery of the ACT's long term water strategy objectives, water resources policy and catchment management policy and direction. The successful applicant will contribute to the achievement of corporate objectives and the implementation of financial and administrative requirements. In undertaking their duties, the successful applicant will cooperate closely with other ACT Directorates and Icon Water in undertaking activities relevant to policy development for integrated water resource management, water quality objectives and data collection.

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

Contact Officer: Chris Glennon 0400 242497 chris.glennon@act.gov.au

**Health**

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

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

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

**Director of Medical Imaging**

**Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E1020)**

Gazetted: 12 October 2017

Closing Date: 23 October 2017

Details: ACT Health is seeking a skilled professional to fill the role of Director of Medical Imaging, Canberra Hospital and Health Services (CHHS).

This role is required to lead, manage and be accountable for the day to day operations of the Medical Imaging Department of the Canberra Hospital and Health Services ensuring the operational and financial requirements are met and collaborating closely with operational and clinical areas to ensure Medical Imaging is meeting the needs of each facility within CHHS. To be successful you will have outstanding leadership skills, and will be able to communicate professionally and work with flexibility, efficiency and diplomacy, both individually and as part of a team. You will also have proven skills in driving innovation and change within a complex environment.

Eligibility/Other Requirements: Mandatory: Relevant tertiary qualification in a relevant health care profession supplemented with leadership and business management courses, or ability to demonstrate equivalent experience commensurate with tertiary level qualification. Detailed understanding of leadership, financial risk management, strategic direction-setting and the challenges facing modern healthcare service delivery. Desirable: Administrative or Management Tertiary qualification. Current registration/membership with a recognised professional association. Direct experience in managing the complex diagnostic imaging operations in a large hospital setting.

Remuneration: The position attracts a remuneration package ranging from \$228,037 to \$237,944 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$180,124.

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

Contact Officer: Further information about the position is available from Chris Bone [chris.bone@act.gov.au](mailto:chris.bone@act.gov.au) (02) 6244 2169

**Deputy Director General TCH and Health Services  
Mental Health, Justice Health, Alcohol and Drug Services  
Office Chief Psychiatrist**

**Specialist/Senior Specialist - Addiction Medicine**

**Staff Specialist Band 1-5 \$164,470 - \$202,960**

**Senior Specialist \$222,205, Canberra (PN: 17549)**

Gazetted: 12 October 2017

Closing Date:

Overview of the work area and position: Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. The Alcohol and Drug Services (ADS) incorporates 6 areas including the Opioid Treatment Service, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. The Opioid Treatment Service pharmacotherapy program provides opiate substitution treatment to people in the ACT. The Withdrawal Service provides a secure and supportive environment for safe, medically supervised withdrawal from alcohol and other drugs. Consultation and Liaison Service provides assessment, support and referral for clients who have been admitted to CH who also have an alcohol and/or drug issue.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Senior Specialist: \$222,205.

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 \$268,729 - \$327,246.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Psychiatrists or equivalent specialist qualifications. Please note prior to commencement successful candidates will

be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Mandy Evans, A/g Chief Psychiatrist (02) 6205 6087 [ChiefPsychiatrist@act.gov.au](mailto:ChiefPsychiatrist@act.gov.au)

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

**Deputy Director General TCH and Health Services**

**Women, Youth and Children**

**Paediatrics**

**Paediatrics (with a sub speciality interest)**

**Staff Specialist Band 1-5 \$164,470 - \$202,960**

**Senior Specialist \$222,205, Canberra (PN: 37958)**

Gazetted: 12 October 2017

Closing Date:

Overview of the work area and position: The Division of Women, Youth and Children provides a broad range of primary, secondary and tertiary healthcare services. The provision of services is based on a family-centred, multidisciplinary approach to care in partnership with the consumer and other service providers. Paediatrics at Canberra Hospital (PatCH), collocated within the Centenary Hospital for Women, Youth and Children, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, Paediatric Endocrinology and Diabetes and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year, and is accredited with the RACP for paediatric basic training and ACEM training. The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the DCH in preparation for RACP or RACGP training. There is an active junior doctor programme which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported. Canberra Hospital is the only paediatric tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. Canberra Hospital is a modern 600-bed hospital providing most major medical and surgical sub-specialty services.

Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$164,470 - \$202,960 Senior Specialist: \$222,205. 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 \$268,729 - \$327,246

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent specialist qualifications. Minimum of 7 years post fellowship experience. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: SEE SPECIAL REQUIREMENTS

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

**Deputy Director General TCH and Health Services**

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

**Mental Health Director of Clinical Services**

**Psychiatry**

**Career Medical Officer/Senior Career Medical Officer \$122,913 - \$211,643, Canberra (PN: 21588)**

Gazetted: 12 October 2017

Closing Date:

Overview of the work area and position: The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and the professional requirements specified by the appointee's Specialist College. The position will be accountable and responsible to the Chief Psychiatrist - Mental Health, Justice Health and Alcohol and Drug Services through an Individual Learning and Development Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. Professional lines of accountability will be to the Clinical Director. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. The successful applicant will have broad experience in Community Psychiatry including the challenges of managing an itinerant population and in optimising medication options. An emphasis on Recovery within this context is essential.

Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Proven performance in both undergraduate and postgraduate general practice education. Desirable: Knowledge of the *Mental Health Act 2015* and other related legislation. Current driver's licence. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Mandy Evans, A/g Chief Psychiatrist (02) 6205 0687

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

## **Corporate**

### **Digital Solutions**

#### **Health E-Future Capital**

#### **Senior Manager, Future Capability Hub**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 38499)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy. Management of technology services and coordination of technology projects. Management of the relationship and service delivery by Health Directorate technology vendors. Development, implementation and maintenance of technology policies and procedures. Ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organised into two streams: Governance Hub - The Governance Hub is comprised of five teams: Enterprise Architecture Office (EAO) – responsible for enterprise architecture across ACT Health, the EAO defines, maintains and enforces agreed architectural principles and standards to ensure technology solutions align with the Digital Health Strategy. Finance – responsible for the development and management of the Divisional budget and oversight of all technology spending by the Directorate. National Digital Health – responsible for alignment of ACT Health's activities with the broader national digital health agenda. New Initiatives – the first point of contact for Health business units to assess proposed technology investments, the New Initiatives team assesses proposed technology investments and makes recommendations to the Chief Information Officer and the ACT Health Informatics Committee in relation to technology investment. Program Management Office – responsible for the frameworks and independent oversight of the delivery of new technology capabilities. Project Hub - The Project Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate. The Senior Manager, Governance Hub will exist within the Project Hub and reports to the Director Future Capability and Governance, with responsibility for managing the implementation of new systems, infrastructure and associated technologies to support the delivery of clinical services across ACT Health.

Eligibility/Other Requirements: At least three years of project management experience is highly desirable. Formal qualifications in Project Management is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Sandra Cook (02) 6205 5151 [sandra.cook@act.gov.au](mailto:sandra.cook@act.gov.au)



**Corporate**

**Digital Solutions**

**ICT Management and Strategic Group**

**Senior Manager, Governance Hub**

**Senior Officer Grade A \$137,415, Canberra (PN: 29117)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership, management and strategic advice in relation to technology services and capabilities. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy; Management of technology services and coordination of technology projects; Management of the relationship and service delivery by Health Directorate technology vendors; Development, implementation and maintenance of technology policies and procedures and ensuring Health Directorate information security. Overview of the work area: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy, engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organised into two streams: Governance Hub: The Governance Hub is comprised of five teams: Enterprise Architecture Office (EAO) – responsible for enterprise architecture across ACT Health, the EAO defines, maintains and enforces agreed architectural principles and standards to ensure technology solutions align with the Digital Health Strategy. Finance – responsible for the development and management of the Divisional budget and oversight of all technology spending by the Directorate. National Digital Health – responsible for alignment of ACT Health's activities with the broader national digital health agenda. New Initiatives – the first point of contact for Health business units to assess proposed technology investments, the New Initiatives team assesses proposed technology investments and makes recommendations to the Chief Information Officer and the ACT Health Informatics Committee in relation to technology investment. Program Management Office – responsible for the frameworks and independent oversight of the delivery of new technology capabilities. Project Hub: The Project Hub is comprised of multiple teams who are actively delivering new or improved technology capability across the Health Directorate. Key Duties and Responsibilities: Reporting directly to the Director Future Capability and Governance in the Digital Solutions Division the Senior Manager, Governance Hub plays an important leadership role across ACT Health, contributing to the overall success of the Directorate by effectively managing our ICT governance and new capability delivery. The Senior Manager, Governance Hub is responsible for highly effective engagement with our clinical and administrative colleagues across the Health Directorate and the broader ACT Public Service to ensure the successful delivery of transformative technology capabilities that enhance their business operations.

Eligibility/Other Requirements: Desirable: Experience in clinical service delivery, health service administration or management. Prior to commencement successful candidates will be required to undergo a pre-employment police check.

Note: An order of merit will be established for filling positions at level within the next 12 months from this process.

Contact Officer: Sandra Cook (02) 6205 1451 [sandra.cook@act.gov.au](mailto:sandra.cook@act.gov.au)

**Canberra Hospital and Health Services**

**Rehabilitation Aged and Community Care**

**RACC Nursing**

**Clinical Nurse Consultant**

**Registered Nurse Level 3.2 \$114,377, Canberra (PN: 34366 (expected vacancy))**

Gazetted: 12 October 2017

Closing Date: 26 October 2017

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

priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population.

Ward 11B comprises an 18 bed subacute geriatric unit and a 6 bed Geriatric Assessment and Planning unit (GAPU). Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post Graduate studies in Health Management or related field; post graduate studies in Nursing; experience in acute, geriatric nursing. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

## **Canberra Hospital and Health Services**

### **Women Youth and Children**

#### **Department of Neonatology**

#### **Neonatal Intensive Care Nurse - Clinical Development Nurse (CDN)**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29943)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

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

Overview of the work area and position: The Department of Neonatology is the only tertiary level 5-6 neonatal unit in the ACT and surrounding NSW. It includes Intensive Care (NICU), Special Care (SCN), ACT NETS retrieval service, Newborn and Parent Support Service, and NICU Growth and Development Clinic. NICU and SCN have 28 funded beds with the growth capacity of 34 beds. There are approximately 3,500 births per year in CHWC, and 700 neonatal admissions to the Unit. The facility offers individualized family centred care in a developmentally appropriate and technologically state-of-the-art environment. Together with a small team of Clinical Development Nurses (CDN) you will support nursing staff in both NICU and SCN to achieve excellence in clinical practice, standards of care and improved outcomes throughout the patient journey. CDN support and education will be provided across morning and evening shifts, seven days a week.

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

Notes: This is a temporary position available until August 2018.

Contact Officer: Leanne Ehrlich (02) 6174 7569 [leanne.ehrlich@act.gov.au](mailto:leanne.ehrlich@act.gov.au)

**Canberra Hospital and Health Services**

**Women, Youth and Children**

**Women, Youth and Children Health Programs**

**Maternal and Child Health Nurse**

**Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22677, several)**

Gazetted: 12 October 2017

Closing Date: 26 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. Women, Youth and Children division, Community Health Programs deliver a range of primary health care community-based services to children, families and women. Services are delivered within a multi-disciplinary context and include Maternal and Child Health, Women's Health, Allied Health, Immunisation, and School Health. Maternal and Child Health (MACH) services include: lactation support, parent education and support; assessment and screening; early identification and referral; and the delivery of public health programs such as childhood immunisation.

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: Maternal and Child Health nurses support the National Framework for Universal Child and Family Health services. MACH Nurses adhere to the Competency Standards (Victoria). These domains are: Legal, professional and ethical practice; Promotion of child and family health and wellbeing through knowledge and practice; Promotion of maternal and child health within the context of public health policy; Knowledge development and research. Maternal and Child Health (MACH) nurses support families by working in the model of Family Partnership to provide support, information and health advice within a multidisciplinary context. All MACH Nurses deliver services across the ACT from health centre locations to outreach clinic sites.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate qualifications in Child and Family Health or equivalent.

Hold a current driver's licence. Desirable: Qualifications and recent experience in midwifery/paediatrics or related primary health setting are highly desirable. Family Partnership Model Training (or commitment to complete training). Circle of security Training. International Board Certified Lactation Consultant. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Genny Herbert (02) 6205 2751 [genny.herbert@act.gov.au](mailto:genny.herbert@act.gov.au)

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Pharmacy - TCH**

**Specialist Pharmacist - Mental Health**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26246)**

Gazetted: 12 October 2017

Closing Date: 9 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS). The following areas are included within this Division: Pharmacy; Biomedical Engineering; Medical Physics and Radiation Engineering; Nursing Operational Support; Clinical Records. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Lead Pharmacist for Division of Mental Health, Justice Health, Alcohol and Drug Services, the Specialist Mental Health Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. Eligibility/Other Requirements: Mandatory: Be registered or eligible for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Masters level post graduate qualifications relevant to this position (e.g. clinical pharmacy, research, education). Recognition as specialist in field. Demonstrated by: Accreditation as an Advanced Practice Pharmacist by the Australian Pharmacy Council or Assessment as practicing at Advanced Stage II level (or above) against the Royal Pharmaceutical Society (RPS) Advanced Practice Framework or Board Certification by the American College of Clinical Pharmacy or Submission of portfolio to independent committee for assessment demonstrating: Contribution nationally or internationally to area of speciality. Extensive project/quality improvement work in area of speciality. Years of experience in area of speciality. Research/education. Highly desirable: Society of Hospital Pharmacists of Australia (SHPA) membership. Membership linked to the area of speciality. Publication in peer reviewed journals. Project management and/or research experience. Prior to commencement successful candidates may be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Work across multiple CHHS sites. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: Hameda Lane (02) 6244 2203 hameda.lane@act.gov.au

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Pharmacy - TCH**

#### **Specialist Pharmacist - Intensive Care**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26235)**

Gazetted: 12 October 2017

Closing Date: 9 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS).

The following areas are included within this Division: Pharmacy; Biomedical Engineering; Medical Physics and Radiation Engineering; Nursing Operational Support; Clinical Records. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Lead Pharmacist for Critical Care, the Specialist Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists along with a multidisciplinary team to deliver a safe, efficacious and patient centred service.

Eligibility/Other Requirements: *Mandatory*: Be registered or eligible for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Masters level post graduate qualifications relevant to this position (e.g. clinical pharmacy, research, education). Recognition as specialist in field. Demonstrated by: Accreditation as an Advanced Practice Pharmacist by the Australian Pharmacy Council or Assessment as practising at Advanced Stage II level (or above) against the Royal Pharmaceutical Society (RPS) Advanced Practice Framework or Board Certification by the American College of Clinical Pharmacy or Submission of portfolio to independent committee for assessment demonstrating significant contribution to the specialty: Contribution nationally or internationally to area of speciality. Extensive project/quality improvement work in area of speciality. Years of experience in area of speciality. Research/education. Highly desirable: Society of Hospital Pharmacists of Australia (SHPA) membership. Professional membership linked to area of speciality. Publication in peer reviewed journals. Project management and/or research experience. Prior to commencement successful candidates may be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Work across multiple CHHS sites. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Hamed Lane (02) 6244 2203 hamed.lane@act.gov.au

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Pharmacy - TCH**

#### **Specialist Pharmacist - Oncology/Haematology**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 26234)**

Gazetted: 12 October 2017

Closing Date: 9 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. 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 pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within Canberra Hospital and Health Services (CHHS).

The following areas are included within this Division: Pharmacy; Biomedical Engineering; Medical Physics and Radiation Engineering; Nursing Operational Support and Clinical Records. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff.

The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Lead Pharmacist CACHS, the Specialist Oncology/Haematology Pharmacist will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service.

Eligibility/Other Requirements: *Mandatory*: Be registered or eligible for registration as a pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA). Masters level post graduate qualifications relevant to this position (e.g. clinical pharmacy, research, education). Recognition as specialist in field. Demonstrated by:

Accreditation as an Advanced Practice Pharmacist by the Australian Pharmacy Council or Assessment as practising at Advanced Stage II level (or above) against the Royal Pharmaceutical Society (RPS) Advanced Practice Framework or Board Certification by the American College of Clinical Pharmacy or Submission of portfolio to independent committee for assessment demonstrating: Contribution nationally or internationally to area of speciality. Extensive project/quality improvement work in area of speciality. Years of experience in area of speciality. Research/education. Highly desirable: Society of Hospital Pharmacists of Australia (SHPA) membership. Membership linked to this area of speciality. Publication in peer reviewed journals. Project management and/or research experience. Prior to commencement successful candidates may be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Work across multiple CHHS sites. Comply with ACT Health credentialing requirements for allied health professionals. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: Hamed Lane (02) 6244 2203 hamed.lane@act.gov.au

**Canberra Hospital and Health Services**

**Clinical Support Services**

**Pharmacy - TCH**

**Preceptor Pharmacist**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 24774)**

Gazetted: 12 October 2017

Closing Date: 2 November 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health 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 Pharmacy Department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within CHHS. The Pharmacy Department has a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Clinical Services, the pharmacists will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centred service.

Eligibility/Other Requirements: Mandatory: Appropriate Pharmacist qualifications and eligibility for registration as a Pharmacist with the Pharmacy Board of Australia (AHPRA). A minimum of three years experience as a registered pharmacist in a hospital pharmacy. Pharmacy preceptor validation/certificate completed (or enrolled and working towards completion) as per AHPRA Pharmacy Board of Australia recommendations. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Comply with ACT Health credentialing requirements for allied health professionals. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

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

Contact Officer: Jessica Barnard (02) 6244 3866 jessica.m.barnard@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Cardiology**

**Cardiac Scientist (Cardiac Physiologist)**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21979)**

Gazetted: 12 October 2017

Closing Date: 26 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: An exciting opportunity exists for a suitably qualified Cardiac Physiologist (Cardiac Scientist) with expertise in cardiac device management join a busy and exciting team environment as an integral part of the Cardiology Department at the Canberra Hospital and Health Services. 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. Cardiac diagnostic services form an important part of the cardiology service to patients at Canberra Hospital. The Cardiology Department provides a suite of cardiac diagnostic testing, including, CRMD implantation and testing, cardiac electrophysiology, cardiac catheterisation laboratory procedures and non-invasive electrocardiography based testing.

Eligibility/Other Requirements: Mandatory: Bachelor of Science, Applied Science or equivalent. International Board of Heart Rhythm Examiners (IBHRE) accredited or equivalent. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any offer of employment being made. A current driver's licence. Desirable: Currently, or willingness to be, a member of Professionals in Cardiac Sciences Australia (PiCSA) and/or affiliate member of Cardiac Society of Australia and New Zealand (CSANZ). Obtain CCDS in first 12 months. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases

Note: This is a temporary position available until 27 April 2018 with the possibility of extension and/or permanency. All applications must include written responses to the position selection criteria.

Contact Officer: Luke Cartwright (02) 6244 2692 luke.cartwright@act.gov.au

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Physiotherapy Neurosciences**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25526)**

Gazetted: 12 October 2017

Closing Date: 26 October 2017

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

cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: Acute Support Physiotherapy Services is based within the Division of Medicine and provides physiotherapy services to a range of clients in acute inpatient setting and specialised outpatient services to patients of Canberra Hospital and Centenary Hospital for Women and Children. Our Physiotherapists work closely with patients, carers, referrers, other health care professionals and multidisciplinary teams to achieve safe high quality patient care. Under supervision, you will play a key role in delivering high quality patient centred care and associated functions to support service delivery in clinical areas. The overall functions of the physiotherapist under professional supervision include: Promoting positive client 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. Promoting individual or group service delivery. Applying knowledge, skills, professional judgement and initiative in the delivery of routine services. Clinical supervision, and professional development is provided through team structures, supervision support, competency based assessments and informal and formal professional development opportunities.

Eligibility/Other Requirements: Mandatory: Degree or Diploma in Physiotherapy or equivalent qualifications; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. At least three years work experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a full-time temporary position commencing the beginning of December for up to 12 months with the possibility of extension. A merit selection list will be created from this process and may be used to fill full-time and part-time temporary vacancies which occur over the next 12 months. You will be required to participate on an overtime roster.

Contact Officer: Margot Green (02) 6244 2670 [margot.green@act.gov.au](mailto:margot.green@act.gov.au)

## **Canberra Hospital and Health Services**

### **Pathology**

#### **Anatomical Pathology**

#### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 29162)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

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service, histology, Immunohistochemistry and electron microscopy.

Eligibility/Other Requirements: Mandatory: A Science Degree or equivalent relevant qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position with the possibility of extension and/or permanency.

Contact Officer: Oliver Campos (02) 6344 2874 oliver.campos@act.gov.au

### **Quality Governance and Risk**

#### **Clinical Safety and Quality**

##### **Policy Advisory Team**

##### **Quality Assurance Support Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 12589)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The role of the Clinical Safety and Quality Unit (CSQU) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation. Continually improving the quality of the services through active teaching, coaching, facilitation of improvement programs and the provision of information for service improvement. The structure of CSQU is aligned with the key elements of high quality health care, which includes: Patient Safety Unit; Clinical Effectiveness Unit and Patient Experience Unit. This position will work under the limited supervision of the Manager Data and Quality Assurance. The Quality Assurance Support Officer will be responsible for audit scheduling, electronic audit device preparation and delivery to clinical areas and audit tool education. The Quality Assurance Support Officer will also support the development and testing of audit tools and reporting on audit findings, including liaising with relevant stakeholders within CQSU and across Canberra Hospital and Health Services on audit requirements.

Eligibility/Other Requirements: Desirable: Knowledge, acquired either through formal studies or work experience in relation to quality assurance and audit, and quality improvement principles as applied to the health setting.

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

Note: This is a temporary part-time position at 18.05 hours per week (0.5FTE) available for a period of six months with the possibility of extension. The full-time salary noted above will be paid pro rata for part-time hours. The successful applicant may be selected based on CV, claims against the selection criteria and referee reports only.

Contact Officer: Bailey DePaiva (02) 6205 0903 bailey.depaiva@act.gov.au

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

#### **Medicine**

##### **Medical**

##### **Administrative Support Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 38885)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

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

Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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: The cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. This position assists the Cardiac Electrophysiology Service to standardise information management systems within the Department of Cardiology, develop framework and standard operating procedures, undertake booking and scheduling of procedures, diary management and general administrative duties. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

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

Contact Officer: Jennifer Edmiston (02) 6244 3659 [jennifer.edmiston@act.gov.au](mailto:jennifer.edmiston@act.gov.au)

## **Canberra Hospital and Health Services**

### **Clinical Support Service**

#### **Clinical Records**

#### **Medico-Legal Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 23889)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Clinical Record Service is part of the Clinical Support Services Branch and is primarily responsible for managing ACT Health's centralised clinical records and to ensure correct patient identification. Under general direction, you will be a self motivated individual, committed to high quality customer service, the protection of patient privacy and compliance with legislation by performing a range of medicolegal and administrative functions within the Clinical Record Service. Duties will include: receipting, assessing and actioning medicolegal correspondence and requests for personal health information and copies of clinical records; interrogating relevant databases and clinical information systems; locating, printing and collating copies of clinical records; reviewing records for exemption criteria, raising invoices and liaison with health and legal professionals in relation to enquires from solicitors, insurers, other government agencies, non-government agencies and the general public. You will require excellent attention to detail, a good understanding of the ACT Public health environment, previous experience using clinical information systems and high level computer skills in a range of software applications including Word, Excel and Outlook.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Previous experience working in a hospital clinical record department, medical practice or similar health environment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of two months with the possibility of extension and/or permanency.

Contact Officer: Gloria Spyropoulos (02) 6244 3331 [gloria.spyropoulos@act.gov.au](mailto:gloria.spyropoulos@act.gov.au)

**Corporate**

**Digital Solutions Division**

**Business Performance Executive**

**Executive Support Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 20162)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning and implementation of strategies in relating to information and communication technology (ICT) projects. The Digital Solutions Division is responsible for the: development, implementation and support of the Digital Health Strategy; coordination of technology projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance of ICT policies and procedures and ensuring Health Directorate information security. Overview of the work area and position: The Executive Support Officer reports to the Executive Officer and is responsible for effective coordination across the Division.

Eligibility/Other Requirements: Mandatory: Experience with HP Records Manager or similar records management or workflow systems. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Philippa Kirkpatrick (02) 6205 0880 philippa.kirkpatrick@act.gov.au

**Corporate**

**Digital Solutions**

**Executive Support Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 23004)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Executive Support Officer reports to the Executive Officer and is responsible for effective coordination across the Division. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning and implementation of strategies in relating to information and communication technology (ICT) projects. The Digital Solutions Division is responsible for the: Development, implementation and support of the Digital Health Strategy. Coordination of technology projects. Management of the relationship with Health Directorate ICT vendors. Financial reporting on Health Directorate use of ICT. Development, implementation and maintenance of ICT policies and procedures. Ensuring Health Directorate information security.

The position will be part of a team and as such should have a flexible and helpful approach to assist administratively in the strategic objectives and operational processes required for the Division.

Eligibility/Other Requirements: Experience with HP Records Manager or similar records management or workflow systems is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Philippa Kirkpatrick (02) 6205 0880 philippa.kirkpatrick@act.gov.au

**Canberra Hospital and Health Services**

**Cancer Ambulatory and Community Health Support**

**Cancer Nursing**

**Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 25494, several)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Cancer, Ambulatory and Community Health Division is responsible for the care and support of patients who have cancer. Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 14B and Ward 4A at the Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre. Patient-centred care is provided by teams working in an integrative and collaborative manner across services to support patients, carers and families with safe and high quality services. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: An opportunity exists for a suitably experienced Registered Nurse L1 to assist in supporting high quality patient outcomes in the Oncology Day Therapy Unit (DTU). The DTU is a busy unit providing oncology and immunology ambulatory care services. The nursing staff provide quality patient care and will be trained in safe administration of chemotherapy and associated therapies.

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

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

Contact Officer: Wendy Spencer (02) 6174 8457 wendy.spencer@act.gov.au

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

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

#### **Justice Health Services**

#### **Enrolled Nurse**

#### **Enrolled Nurse Level 2 \$62,564, Canberra (PN: 37306)**

Gazetted: 12 October 2017

Closing Date: 26 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health 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 Mental Health, Justice Health, Alcohol and Drug Services delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: The Dhulwa Mental Health Unit (DMHU) is a secure mental health inpatient unit operated by Justice Health Services, on behalf of ACT Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS). It offers a contemporary, evidence based service, providing high quality mental health care that is guided by principles of Recovery. The Dhulwa 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 mental health consumers who are, or who are at risk of becoming, involved with the criminal justice system. The service aims to provide dynamic and collaborative Recovery-informed care actively

involving the individual, their carers, and other key partner services. All staff have a responsibility to maintain the safety and security of consumers, staff and visitors within this secure environment. At this level, it is expected that in this position you will provide clinical support to assist in the clinical nursing care treatment and recovery of consumers within a therapeutic secure environment. You will be required to undertake professional development and clinical supervision, participate in quality initiatives and contribute to the multidisciplinary team process. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Current registration or eligibility for un-conditional registration, without notations or conditions on practice with the Nursing and Midwifery Board of Australia through the Australian Health Practitioner Regulation (APHRA) as an Enrolled Nurse. Highly Desirable: Nursing experience within a Forensic, Secure Mental Health or Acute Mental Health Facility. Nursing experience with a Co-morbidity or Alcohol and Drug Service. Medication endorsed. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Jacqui Raby (02) 6207 9848 jacqui.raby@act.gov.au

**Canberra Hospital and Health Services**

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

**Business Support and Development**

**Administration Support**

**Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 19389)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Reporting to the Executive Officer, this position will provide administrative support to the Executive Office and to the activities to support for release of personal health information in respect to legal statute and in accordance with the *ACT Health Records (Privacy and Access) Act 1997*. This position includes the provision of high quality customer service to the people who contact Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS).

Eligibility/Other Requirements: Mandatory: Must hold a current driver's licence. Desirable: Previous experience and a working knowledge of Medical Records and an understanding of medical terminology would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Michelle Hemming (02) 6205 5142 michelle.hemming@act.gov.au

**Canberra Hospital and Health Services**

**Critical Care**

**Critical Care Admin**

**Patient Billing Officer**

**Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 23451, expected vacancy)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

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

Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Critical Care is a business unit of Canberra Hospital and Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department; Capital Region Retrieval Services; Intensive Care Unit; Acute Clinical Services Unit; and Research and Service Development Unit. Overview of the work area and position: The Emergency Department Patient Billing Officer provides day-to-day administrative support to the Canberra Hospital Emergency Department, 24 hours a day, seven days a week. The positions report to the Emergency Department Administration Manager, Division of Critical Care. Under broad direction, you will play a role in providing day-to-day support to the Emergency Department including, but not limited to: Patient billing, patient registration, ward round, phone management, stocking or supplies and general administrative tasks as directed.

Eligibility/Other Requirements: The successful applicant must have the ability to work on a 24 hour, seven days a week rotating roster. Knowledge of ACT Patient Administration System (ACTPAS) is desirable but not essential; and knowledge of the Emergency Department Information System is desirable but not essential. Prior to commencement successful candidates will be required to comply with ACT Health Occupational Assessment, Screening and Vaccination policy and undergo a pre-employment Police check.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. This is a part-time position at 51.27 hours per fortnight, the full-time salary noted above will be paid pro rata for part-time hours.

Contact Officer: Haylee Snowdon (02) 6244 4115 haylee.snowdon@act.gov.au

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

**Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 15494)**

Gazetted: 12 October 2017

Closing Date: 26 October 2017

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

general podiatry treatment, nail surgery, biomechanical assessment and orthotic therapy, wound management and health promotion. We pride ourselves on our continual drive for high quality patient care. In this role you will be part of a friendly and engaging interprofessional program. The podiatry team has strong peer support and supervision structures. Community Care Podiatry provides services for National Disability Insurance Scheme participants as well as Commonwealth Home Support Program clientele. Overall functions: Promote positive client outcomes through the provision of high quality clinical services, networking, health promotion activities and education in/across designated areas or units as part of a multidisciplinary team; provide individual or group service delivery; perform normal professional work under general professional guidance; may perform novel, complex, critical or difficult tasks with professional supervision; participate in the supervision and training of other staff, as directed.

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

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

Contact Officer: Kerryn Maher (02) 6205 1496 kerryn.maher@act.gov.au

## **Canberra Hospital and Health Services**

### **Pathology**

#### **Customer Services**

#### **Pathology - Collection Services**

#### **Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 30581, several)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Pathology is a Department of the Canberra Hospital offering a diagnostic pathology service to the ACT and surrounding region with the main laboratory located at Canberra and branch laboratory located at Calvary Hospitals. The Collection Services area of Customer Services is responsible for all specimen collections both on site (via the wards) and off site (through community collection centres) and domiciliary services of ACT Pathology. The successful applicant will be required to collect venous samples and collect other Pathology Specimens from patients for ACT Pathology. The successful applicant will be proactive, flexible, adaptive and comfortable with a changing working environment.

Eligibility/Other Requirements: Mandatory: The successful applicant needs to hold a current drivers licence and; Certificate III in Pathology Collection or other approved qualification and/or at least three years recent experience in venepuncture. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: There is one temporary part-time position at 29.00 hours per week available for a period of 12 months with the possibility of extension. The full-time salary noted above will be paid pro rata for part-time hours. There is also one temporary full-time position available for a period of nine months with the possibility of extension. The successful applicants must be available to start at 7.30am.

Contact Officer: Melinda Bower (02) 6244 2934 melinda.bower@act.gov.au

## **Corporate**

### **Business Support**

#### **Security and Emergency Preparation**

#### **Switchboard Operator**

#### **Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: C00049, several)**

Gazetted: 12 October 2017

Closing Date: 26 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Reception Hub is the Face of the Business Support Services; our Client Services officers are responsible for the delivery of exceptional client service. Under direction, you will play a key role in providing day to day reception services for The Canberra Hospital, Residential Accommodation Services or Bowes Street Reception for ACT Health, incorporating our core values, Care, Collaboration, Excellent and Integrity. Across the various sites, you will be assisting patients, the general public, staff and students with enquires about inpatients, directions to different areas of the hospital, taking and amending bookings of rooms for Residential Accommodation Services. Our patients, staff, visitors and guests journey begins here.

Eligibility/Other Requirements: Desirable: Experience in a health care setting; previous experience as part of a team in a high demand environment and possess a positive approach to their work. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several casual positions available. If successful you will be required to work a flexible hour's roster, which may involve shift work, being rostered on public holidays, weekends and occasionally rostered on solo night shifts. This position requires successful applicants to complete a six week Competency Based Assessment (CBA) program. Successful applicants will be offered temporary employment for up to a twelve week period, during which time they will be asked to complete the CBA program. Upon successful completion of the CBA, successful applicants will be offered a casual position within the ASO 2/3 Broad-band, commencing at the ASO2 base level pay point.

Contact Officer: Rob Swain (02) 6207 9015 rob.swain@act.gov.au

## **Canberra Hospital and Health Services**

### **Clinical Support Services**

#### **Ward Services**

#### **Theatre Wardsperson**

#### **Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: 11056)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Clinical Support, Canberra Hospital. Ward Services plays a vital role in the delivery of essential support services to all areas of The Canberra Hospital. Overview of the work area and position: The Theatre Wardsperson position is a support clinical services and provides assistance with patient care within the operating theatres. The Canberra Hospital is a 24 hours services that operates on a daily basis including weekends and Public Holidays. These positions are to assist with patient manual handling and transport within the operating theatres and throughout the hospital campus.

Eligibility/Other Requirements: Desirable: Knowledge of Wardsperson duties and understanding of the Ward Services commitment to client services and outcomes; ability to work Monday to Friday or shift work at 76 hours a fortnight as required within all areas of the Hospital and hold a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and Comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).



Notes: This is a permanent part-time position available at 35 hours per week and the full-time salary noted above will be paid pro-rata. Contact Officer: David Hosie (02) 6244 2610 david.hosie@act.gov.au

**Deputy Director General**  
**E-Health and Clinical Records**  
**EHCR Management and Strategic Group**  
**Technical Analyst**  
**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36670)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division (DSD) is led by the Chief Information Officer (CIO) who provides high level leadership and advice on policies, planning, and implementation of strategies in relation to information and communication technology (ICT) projects. The Digital Solutions Division is responsible for: Development, implementation and support of the Digital Health Strategy; management of technology services and coordination of technology projects; management of the relationship and service delivery by Health Directorate technology vendors; development, implementation and maintenance of technology policies and procedures; ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance branch, in DSD, is focussed on defining and delivering a balanced portfolio of ICT investment initiatives that is capable of achieving organisational objectives while maintaining effective business as usual operations. The achievement of this is done through three integrated work streams: New Initiatives Hub: focused on defining investment requirements; Project Management Office (PMO): focused on overseeing the delivery aspects of approved investments; Enterprise Architecture Office (EAO): providing Enterprise Architecture capability in support of Front Door and PMO activities. As a Technical Business Analyst, you will work under the broad direction of the (EAO) to deliver the following: Understand the full scope of Supply Chain Management (SCM) capability within ACT Health; define business needs, capabilities, functions, and solution options for the replacement of the legacy Purchasing and Inventory Control System (PICS) with a holistic SCM system for ACT Health.

Eligibility/Other Requirements: Mandatory: Knowledge of Business Process Model and Notation (BPMN) 2.0 and Unified Modelling Language (UML) 2.5 for business analysis activities; knowledge of Microsoft Office products e.g. Visio and Project. Desirable: Knowledge of Archimate 3.0 for capability modelling; at least five years + experience working all phases of systems development lifecycle using Waterfall, Agile/Scrum and hybrid business system development/implementation environment as a Technical System Analyst; or degree in Computer Science, Business or related discipline. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Sundeep Kesavadas (02) 6205 0148 sundeep.kesavadas@act.gov.au

**Corporate**  
**Digital Solutions**  
**Delivery Manager - Future Capability and Governance Branch**  
**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37528)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Digital Solutions Division is led by the Chief Information Officer (CIO) who provides high-level leadership and advice on policies, planning and implementation of strategies in relating to information and communication technology (ICT) projects. The Digital Solutions Division is responsible for the: development, implementation and support of the Digital Health Strategy; coordination of technology projects; management of the relationship with Health Directorate ICT vendors; financial reporting on Health Directorate use of ICT; development, implementation and maintenance of ICT policies and procedures and ensuring Health Directorate information security. Overview of the work area and position: The Future Capability and Governance Branch is responsible for the development and implementation of our Digital Health Strategy,

engagement with clinical and support areas to identify technology solutions to enhance the quality and efficiency of patient centred care and ensuring that the operations of the Division occur within a robust governance framework. The Delivery Manager will perform project delivery and management functions across a range of tier three projects.

Eligibility/Other Requirements: Mandatory: Professional membership of the Australian Computer Society (ACS) including assessment at a level of 'Certified Professional' or the ability to obtain such membership and certification level prior to commencing in the role. Demonstrated extensive managerial and technical experience with 24/7 critical ICT systems including system administrator, networking and user support functions. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Sandra Cook (02) 6205 1451 sandra.cook@act.gov.au

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

**Clinical Care Co-ordinator (Acute Care of the Elderly)**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 18436)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Public Hospital (UCPH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. Ward 11A is an Acute Care of the Elderly Unit with a segregated area to assist in managing patients with increased care needs. The Clinical Care Coordinator position will initially be based on Ward 4B transitioning to 11A when renovations, currently in progress, are complete.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Have a minimum of three years' experience in Acute Gerontology.

*Desirable:* Knowledge and experience in the management of patients with cognitive impairment and challenging behaviour. Holds or is working towards a tertiary management and/or nursing qualification. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Maria Trudinger (02) 6244 2431 maria.trudinger@act.gov.au

**Canberra Hospital and Health Services  
Critical Care**

**Intensive Care Unit**

**Clinical Support Nurse**

**Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 14142)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand (ANZICS) for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit participates in local, national and international multi-disciplinary and multi-centre research, and has a strong commitment to teaching. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services. This position provides high level support in coordinating and managing the undergraduate, graduate, post graduate and unit education programs in the Intensive Care Unit to facilitate the learning needs of nursing staff. Applicants should be self motivated and be able to work under minimal direct supervision. There is an expectation that the successful applicant will coordinate and participate in the delivery of clinical supervision, as well as maintain accountability for their own practice standards, education activities delegated to others, and the guidance and development of Intensive Care Unit (ICU) nursing staff. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Holds or progressing towards a tertiary qualification at Masters; has demonstrated currency of nursing practice in a tertiary level critical care environment within the last five years; holds Certificate IV in Workplace Training and Assessment of Educational program development. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU). Contact Officer: Carly Silberberg (02) 6174 5094 carly.silberberg@act.gov.au

**Canberra Hospital and Health Services**

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

**Alcohol and Drug Program**

**Counselling and Treatment Service Manager**

**Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 28407)**

Gazetted: 12 October 2017

Closing Date: 19 October 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply. 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 Alcohol and Drug Services is a part of the division of Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS), which is contemporary, evidence, based service providing high quality Alcohol and Drug Services (ADS) guided by the principles of harm minimisation. The ADS incorporates 6 areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service,

Police and Court Drug Diversion Service and Counselling and Treatment Services. Under broad direction, you will provide professional supervision and clinical leadership to staff supporting people with substance misuse disorder in the public health sector. This includes providing clinical expertise, contribute to policy development and support for professional development in consultation with senior clinicians/professionals.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Psychology. Unconditional General Registration as a Psychologist with AHPRA or Degree in Social Work and eligibility for membership of the Australian Association of Social Workers. Desirable: Current driver's licence. Prior to commencement successful candidates will be required to: undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes. Comply with ACT Health credentialing requirements for allied health professionals.

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

Contact Officer: Jill Hughes (02) 6205 0947 [jill.hughes@act.gov.au](mailto:jill.hughes@act.gov.au)

### **Independent Competition and Regulatory Commission**

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

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

#### **Chief Executive Officer**

**Executive Level 1.1 \$194,076 - \$202,292 depending on current superannuation arrangements, Canberra (PN: E643)**

Gazetted: 06 October 2017

Closing Date: 24 October 2017

Details: The Independent Competition and Regulatory Commission (ICRC) is the statutory body in the ACT responsible for promoting effective competition in the interests of consumers. The ICRC is also responsible for the regulation of utilities and for delivering pricing services related to regulated industries in the Territory.

A results-driven and astute individual is sought for the position of Chief Executive Officer (CEO)/Head of Office of the ICRC Secretariat – the permanent team that supports the part-time Senior Commissioner. The CEO/Head of Office is responsible for the day-to-day leadership and management of the office, and supports and advises the Senior Commissioner on regulatory matters, strategic planning and development, and risk and resource management. The ability to build relationships with stakeholders and to manage change will be important to success in this position. Experience in the management of regulatory processes will also be highly regarded. Applications are sought from candidates who can demonstrate a track record of successful leadership and management, an understanding of the nature and responsibilities of regulated entities in the ACT, effective relationship management skills, and the capacity to deliver results under pressure. High level communication, negotiation, people and financial management skills are required for this position.

This is a senior executive role within the ACT Public Service offering attractive terms and conditions.

Eligibility/Other Requirements: Tertiary qualifications in economics, law, financial management or related fields are highly desirable.

Remuneration: The position attracts a remuneration package ranging from \$194,076 - \$202,292 depending on current superannuation arrangements if the successful applicant. This includes a cash component of \$149,390.

Contract: The successful applicant will be engaged under a performance based contract for period of up to five years, however appointment for a period of less than five years can be negotiated. Prospective applicant should be aware that long-term engagements are tabled in the ACT legislative Assembly.

Contact Officer: Nicole Masters (02) 6205 2895 [nicole.masters@act.gov.au](mailto:nicole.masters@act.gov.au)

### **Justice and Community Safety**

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

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

**Corporate**

**Governance**

**Governance, Coordination and Reporting**

**Team Leader, Strategic Coordination**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 05224)**

Gazetted: 06 October 2017

Closing Date: 13 October 2017

Details: Applications are sought for the role of Team Leader, Strategic Coordination and Reporting Administrative Officer Class 6 (ASO6) within the Governance, Coordination and Reporting (GCR) section of Governance, for a period of 12 months. GCR is seeking a motivated, well organised person who possesses excellent communication and written skills. Duties include: Oversee reporting and coordination function of the Governance, Coordination and Reporting section including providing a range of coordination services, the management of whole-of-directorate contributions to ACT Government plans and reports, annual report and reporting on government services coordination. Manage the directorate's special projects program including coordinating, tracking and monitoring progress and expenditure for each special project. Oversee and manage the SharePoint reporting registers for the directorate including the commitments register, whole of government plans register and government responses to committees register. Supervise and oversee the development of the Administrative Service Officer 4 (ASO4) Coordination and Administration officer on a day to day basis. Prepare high quality written briefs, reports and advice to the Justice and Community Safety (JACS) Executive as required. Develop and foster effective working relationships across the Justice and Community Safety Directorate to achieve effective outcomes. Maintain records in accordance with the *Territory Records Act 2002*.

Note: This is a temporary position available until 28 September 2018.

How to apply: Please review the current position description/selection criteria and provide a supporting statement of no more than two pages outlining practical experience and examples related to the duties and responsibilities as outlined. A current resume and the name and contact details of two referees will also be required. Any queries with regard to the EOI can be forwarded to the contact officer.

Contact Officer: Kirilee Crump (02) 6207 9033 kirilee.crump@act.gov.au

**ACT Corrective Services**

**Corporate Services**

**Business Services Unit**

**Finance Officer, Budget and Reporting**

**Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 44667)**

Gazetted: 6 October 2017

Closing Date: 20 October 2017

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced and highly motivated people, to fill the position of Finance Officer, Budgets and Reporting (ASO5), in the Business Services Unit. The successful applicant will assist in the preparation financial reports, internal and external budgets, quarterly performance reporting and Annual Report statistics, and portable and attractive asset management and monitoring. In addition, you will manage Accounts Payable and Receivable, assist in the preparation of accrual based financial management reporting as required and, assist in the preparation and collection of accurate financial data and information for audit requirements. Further to this, you will manage and collate petty cash vouchers and cab charges, respond to all telephone enquiries from suppliers and ACT Government Units and contribute to projects. To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills. You will also

Eligibility/Other Requirements: Relevant tertiary qualifications in accounting highly desirable. Experience in Oracle software is desirable. Exposure to account analysis in Oracle, Excel and TM1 skills are desirable. The successful candidate may be required to undergo a criminal record check. Possess excellent time management skills and a demonstrated ability to manage personal work priorities.

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

Contact Officer: Shanez De Silva (02) 6205 5341 shanez.desilva@act.gov.au

**ACT Corrective Services  
Community Corrections  
Administrative Assistant**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 49908, several)**

Gazetted: 09 October 2017

Closing Date: 23 October 2017

Details: ACT Corrective Services (ACTCS) is seeking applications from experienced and motivated people, to fill the position of Administrative Assistant (ASO4), Community Corrections. The successful applicants will work closely with Community Corrections staff and managers, providing administrative and clerical support across a range of branch business units. You will provide general administrative support to the Community Corrections Unit, perform reception duties, supervise and monitor offenders undertaking community service work, maintain records and reports, and provide secretariat support to the Sentence Administration Board. To be successful, you will demonstrate strong administrative capability, have the ability to think and act in a busy operational environment and possess excellent interpersonal, organisational and communication skills. You will also possess excellent time management skills and a demonstrated ability to manage personal work priorities.

Eligibility/Other Requirements: The successful candidate may be required to undergo a criminal record check and must have a current driver's licence. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: These are temporary positions available for a period of six months with the possibility of extension.

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

Contact Officer: Michael Steen (02) 6207 1016 michael.steen@act.gov.au

**Corporate  
Governance  
Ministerial Services Unit  
Ministerial Liaison Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 42720)**

Gazetted: 11 October 2017

Closing Date: 18 October 2017

Details: The Justice and Community Safety Directorate, (JACSD) Ministerial Support Unit (MSU) is seeking a highly motivated, organised, flexible and energetic team member who has the capacity to adapt quickly to a new work environment. This temporary vacancy offers an exciting opportunity to further develop your knowledge and understanding of the Justice and Community Safety Directorate, ministerial processes and protocols and the coordination and flow of information between the Directorate and the Minister's Office. The Ministerial Liaison Officer under direction of the Manager, Ministerial Support will: Proof read, critically examine and, where required, edit or negotiate change to documents for the Minister and directorate executive, as well as schedule and track the movement of documents within the directorate and the Minister's office. Coordinate the preparation of replies to ministerial correspondence throughout a full cycle from data entry of new correspondence in organisational business systems to the closing of records following signature by the relevant minister. Liaise with JACS Business Units and Statutory Office holders to coordinate the clearance process and notification of statutory instruments and other documents on the ACT Legislation Register via the Automated Document Lodgement System. Undertake research, coordination and preparation of briefings, correspondence and other documents as required. Assist with other work to ensure the objectives of the Ministerial Services Unit are achieved and undertake other duties as directed. Maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: An understanding of Ministerial and machinery of government processes would be an advantage. Ability to manage sensitive and classified information in accordance with Cabinet protocols and the Protective Security Policy Framework (PSPF).

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

Contact Officer: Morgan Potter or Prue Warren (02) 6207 5025 or (02) 6205 1199 morgan.potter@act.gov.au

**ACT Corrective Services**

**Corporate Services**

**Business Services Unit**

**Administration Officer**

**Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 45884)**

Gazetted: 06 October 2017

Closing Date: 31 October 2017

Details: The Business Services Unit within ACT Corrective Services is seeking a highly motivated individual who is interested in joining the Unit as an Administration Officer. The position located within a small team, is based at 2 Constitution Avenue, Canberra City with a requirement to attend the Alexander Maconochie Centre (AMC) on occasions. The Unit provides service from 8.00 am daily to ensure business efficiency in all aspects of operations.

The primary objective of the position is to provide efficient customer service and accurate data entry. The work has deadlines and requires undertaking a range of customer service activities including telephone services and visits to AMC to deal with enquiries from detainees and their families. The successful applicant will have strong communication skills, demonstrated administrative capability and the ability to deal with a range of stakeholders. Contact Officer: Shanez de Silva (02) 6205 5341 shanez.desilva@act.gov.au

**ACT Courts and Tribunal**

**Executive**

**Senior Manager- Registry Operations**

**Senior Officer Grade A \$137,415, Canberra (PN: 31086)**

Gazetted: 06 October 2017

Closing Date: 23 October 2017

Details: Registry Operations provides high level administrative support to the judiciary in the performance of their roles, and to the parties and legal representatives who appear in the courts. Registry Operations is responsible for the delivery of registry, court support, jury management and related services for the Court of Appeal, Supreme Court, Magistrates Court, Industrial Court, Children's Court and Coroners Court. Under the broad direction of the Principal Registrar of the ACT Courts and Tribunal (ACTCT) the occupant of the position will provide leadership, strategic direction and operational management on court issues and priorities. The Senior Manager plays a key role in aligning outputs within the ACTCT strategic directions, through people capability development, performance management and measures and effective court management practices. The successful applicant will have demonstrated high-level leadership and management skills with the capacity to lead organisational cultural change in a dynamic environment, have sound organisational and collaborations skills with a high-level capacity to deliver a culture of continuous improvement. The ACT Courts and Tribunal is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or person with disability to apply.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Selection may be based on application and referees report only. For information on the ACT Courts and Tribunal please visit: <https://www.courts.act.gov.au>.

How to apply: Please provide a statement of no more than two pages detailing relevant experience and/or ability in relation to the duties of the position and your motivation for the role, contact details of two referees and a current curriculum vitae.

Contact Officer: Philip Kellow (02) 6205 9772 philip.kellow@courts.act.gov.au

**ACT Courts and Tribunal**

**ACT Civil and Administrative Tribunal**

**Senior Manager- ACAT Registry**

**Senior Officer Grade A \$137,415, Canberra (PN: 39348)**

Gazetted: 06 October 2017

Closing Date: 23 October 2017

Details: The ACT Civil and Administrative Tribunal (ACAT) provides high level administrative support to the tribunal members in the performance of their roles, and to the parties and legal representatives who appear in the tribunal. Under the broad direction of the Principal Registrar of the ACT Courts and Tribunal (ACTCT) and the President ACAT, the occupant of the position will provide leadership, strategic direction and operational

management on tribunal issues and priorities. The Senior Manager plays a key role in aligning outputs within the ACTCT and ACAT strategic directions, through people capability development, performance management and measures and effective tribunal management practices. The successful applicant will have demonstrated high-level leadership and management skills with the capacity to lead organisational cultural change in a dynamic environment, have sound organisational and collaborations skills with a high-level capacity to deliver a culture of continuous improvement. The ACT Courts and Tribunal is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or people with disability to apply.

Notes: Selection may be based on application and referees report only. For information on the ACT Courts and Tribunal please visit: <https://www.courts.act.gov.au>.

How to apply: Please provide a statement of no more than two pages detailing relevant experience and/or ability in relation to the duties of the position and your motivation for the role, contact details of two referees and a current curriculum vitae.

Contact Officer: Philip Kellow (02) 6205 9772 [philip.kellow@courts.act.gov.au](mailto:philip.kellow@courts.act.gov.au)

### **ACT Corrective Services**

#### **Policy and Government**

##### **Policy**

##### **Manager, Policy and Government**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 11209, several)**

Gazetted: 06 October 2017

Closing Date: 27 October 2017

Details: Applications are sought from highly motivated officers to fill a temporary vacancy at the Senior Officer Grade C (SOGC) level as Manager, Policy and Government Unit, ACT Corrective Services. ACT Corrective Services is a high profile area of ACT Government activity dealing with interesting and challenging issues. The Policy and Government Unit has interaction with operational areas and the Government on a daily basis. Duties include providing high level advice, briefings, reports and correspondence to the Directorate Executives and the Minister for Justice; representing ACT Corrective Services and the Directorate at inter-governmental meetings; and assisting with the management of the Policy and Government Unit as a member of the Branch management team. Policy Managers will manage a team responsible for one or more of the following: review and redevelopment of policies and procedures; preparation of briefs, complex correspondence, responses and strategic advice relating to correctional practice for the Minister, Executive Director ACT Corrective Services, and other senior executives as required; the timely preparation of material to the Minister in the Legislative Assembly (including Question Time, Assembly Committees and Questions on Notice); and the co-ordination of ACT Corrective Services input to related litigation matters, external complaints, Freedom of Information requests and legal advice. The successful applicant should have a good practical knowledge of the functions of the ACT Government, be able to write to a high standard (e.g. briefs, papers, speeches, and correspondence) and demonstrate leadership in a managerial and policy environment. The successful applicant should also possess highly developed organisational skills, a demonstrated ability to turn work around quickly and be willing to work as part of a team.

Eligibility/Other Requirements: Tertiary qualifications in a relevant field (e.g. Law, Criminology, Social Sciences) or working towards such a qualification would be an advantage. The successful candidate will be required to undergo a police national criminal history check.

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

Contact Officer: Louise Crossman (02) 6205 7184 [louise.crossman@act.gov.au](mailto:louise.crossman@act.gov.au)

### **ACT Corrective Services**

#### **Custodial Operations**

##### **Corrections Psychological and Support Services**

##### **Senior Clinician and Assistant Manager**

##### **Senior Professional Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14398)**

Gazetted: 06 October 2017

Closing Date: 24 October 2017

Details: A career opportunity has arisen in ACT Corrective Services for a suitably qualified and highly motivated Senior Clinician/Assistant Manager with demonstrated clinical experience, personal integrity, and exceptional



communication skills, to be part of a multidisciplinary team at the Alexander Maconochie Centre, Canberra ACT. Reporting directly to the Senior Manager, Corrections Psychological and Support Services (CPSS), you will assist with the management of daily operations of specific accommodation areas where detainees with complex needs are being housed (such as Crisis Support Unit, Management Unit and/or High Needs Cottage). You will also provide advice and direction in the management of detainees with complex needs as required by the agency and for external bodies. In addition, you will manage staff practice in providing acute care of detainees with complex needs, provide leadership and clinical/practical advice and support staff in specific accommodation areas. Further to this, you will manage, develop and review functions, procedures and protocols in specific accommodation areas, contribute and assist with the management of crisis/psychosocial support services and promote community and family involvement in the care of detainees affected by mental health. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills in addition to strong leadership and management skills. You will also be able to demonstrate exceptional problem solving and strategic planning ability. This position offers the benefits of professional supervision, professional development opportunities and placement and registrar opportunities on site.

Eligibility/Other Requirements: Minimum four year qualification in Psychology or Social Work or relevant Mental Health discipline is essential. Clinical or psychological intervention experience is essential; experience within a forensic setting is desirable but not essential. Current driver's licence is essential. All eligible applicants will be subject to a Police record check. Applicants may be required to undertake psychological aptitude testing as part of the assessment process. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available for up to 12 months. Applicants must be prepared to work varied day hours, and some on call/weekend/public holiday hours, on rotation as per operational requirements.

How to Apply: To apply, applicants are required to submit five items: ACT Government Application Cover Sheet; statement of claims against specified selection criteria; a current resume; the names and contact details of two referees (one should be a current Supervisor/Manager); and a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Amy Rugendyke (02) 6205 2440 amy.rugendyke@act.gov.au

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

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

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

#### **Transport Canberra**

##### **Commercial**

##### **Business Support Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 33706)**

Gazetted: 05 October 2017

Closing Date: 19 October 2017

Details: The Business Support Officer provides administrative support to the whole of Transport Canberra's business unit. Reporting directly to the Executive Director Commercial, the position will undertake a range of administrative tasks to ensure business objectives are met in a timely manner whilst working closely with key shareholders of Transport Canberra. The position is required to undertake project work including policy and procedure development and implementation, as well as compliance and audit requirements; in addition to acting as a single administrative contact point between ACTION, Light Rail and other business units within Transport Canberra and City Services (TCCS). Knowledge of Transport Canberra's operations would be advantageous.

Note: This is a temporary position available until 7 December 2018.

Contact Officer: Jemma Shields (02) 6205 7417 jemma.shields@act.gov.au

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

#### **Transport Canberra**

##### **Light Rail**

## **Communications**

### **Stakeholder Engagement and Support Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38594)**

Gazetted: 05 October 2017

Closing Date: 12 October 2017

Details: Transport Canberra City Services are seeking an experienced Communications and Engagement Officer for the Light Rail Communications Team which is responsible for media and issues management, marketing campaigns, communication strategies, publication approvals, community engagement strategies, customer research and internal communication strategies. This position assists the Stakeholder and Engagement Manager with communications and stakeholder engagement including the delivery of high quality and responsive public information for the light rail project. The position is part of a multifunctional communication and engagement team including setting the strategic direction and overseeing the implementation of innovative communications and consultation for light rail in the ACT.

Note: This is a temporary position available for three months with the possibility of extension and/or permanency. Interested candidates should submit an expression of interest (EOI) of no more than two pages against the selection criterion, details of two referees and a current Curriculum Vitae. Selection may be based on application and referee reports only.

Contact Officer: Nicole Mahony (02) 6207 4132 [nicole.mahony@act.gov.au](mailto:nicole.mahony@act.gov.au)

## **City Services**

### **City Presentation**

#### **Sport and Recreation Facilities**

##### **Customer Service Officer**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39133)**

Gazetted: 06 October 2017

Closing Date: 13 October 2017

Details: The Sport and Recreation Facilities Team is seeking a highly motivated, experienced and organised officer to undertake the role of Customer Service Officer. Key duties include delivering customer service in administering sportsground bookings, user group communications, managing the sportsground database and providing ranger liaison and support. Processing sportsground bookings/payments, handling public monies, customer service queries and complaints handling and general administrative tasks/projects, including preparation of briefs are further requirements of the role.

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

Contact Officer: Mick Roberts (02) 6207 5143 [mick.roberts@act.gov.au](mailto:mick.roberts@act.gov.au)

## **City Services**

### **ACT NOWaste**

#### **Assets and Landfill Operations**

##### **Manager, Assets and Landfill Operations**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 10985)**

Gazetted: 11 October 2017

Closing Date: 18 October 2017

Details: The Manager, Assets and Landfill Operations is responsible to the Director, ACT NOWaste, holds a key leadership position within the Branch, works both independently and collaboratively and is responsible for building positive relations within the team and externally (industry and intergovernmental). The role is accountable for the landfill operations within the ACT, including the Mugga Lane landfill, Mugga 2 quarry and the West Belconnen landfill. The role provides high level technical advice, quality assurance, and strategic planning experience and demonstrates rigour and contributes to the development and implementation of best practice in the field. The role is responsible for the management of Territory assets on all ACT NOWaste sites and strives for excellence with asset registers, whole of life planning systems, maintenance schedules, operational plans and procedures. To be competitive, you must be capable of working on a variety of tasks simultaneously, maintain excellent communication skills (relational, oral and written) and be flexible and adaptable to respond to changing priorities.

Eligibility/Other Requirements: Formal qualifications in a relevant field; minimum three years demonstrated and contemporary experience in the waste management field; current driver's licence.

Note: This is a temporary position available for a period of six months with the possibility of extension and/or permanency. Applicants should prepare a two-page response against the selection criteria. Selection may be based on application and referee reports only.

Contact Officer: Petra Crowe (02) 6205 3817 [petra.crowe@act.gov.au](mailto:petra.crowe@act.gov.au)

### **Transport Canberra**

#### **Active Travel and Transport Policy**

#### **Active Travel Office**

#### **Technical Lead, Active Travel**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39352)**

Gazetted: 09 October 2017

Closing Date: 16 October 2017

Details: The Active Travel Office has responsibility across a range of projects and initiatives to raise the profile and presence of active travel in the ACT, and to bring together various stakeholders involved in active travel. This position is responsible for providing support and assistance to the Coordinator, Active Travel Office across a broad range of community and policy programs, projects and administrative matters for active travel in the ACT. This is an exciting opportunity to inspire and encourage more Canberran's to walk and ride bikes as a mode of transport. Further information about active travel in the ACT is available at <https://www.transport.act.gov.au/getting-around/active-travel>

Eligibility/Other Requirements: Degree in Engineering or Urban Planning is highly desirable.

Note: This is a permanent part-time position available at 22.05 hours per week. The full-time salary noted above will be paid pro rata.

Contact Officer: Anna Gurnhill (02) 6207 7302 [anna.gurnhill@act.gov.au](mailto:anna.gurnhill@act.gov.au)

## **APPOINTMENTS**

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

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

Jodie Buchanan 848-80171, Section 68(1), 4 October 2017

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

Matthew Miles 848-81158, Section 68(1), 6 October 2017

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

Shasha Zhou 847-27396, Section 68(1), 11 October 2017

### **Community Services**

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

Christopher Cummins 846-92998, Section 68(1), 6 October 2017

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

Jonelle Hoolihan 848-82812, Section 68(1), 22 September 2017

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

Katherine Oldfield 760-27963, Section 68(1), 16 October 2017

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

Leyanne Thompson 853-61218, Section 68(1), 19 October 2017

**Environment, Planning and Sustainable Development**

**Professional Officer Class 2 \$79,824 - \$91,356**

Christian Bihlmaier 848-80139, Section 68(1), 10 October 2017

**Health**

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

Eben Abraham 853-62464, Section 68(1), 12 October 2017

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

Kate Humphreys 847-27783, Section 68(1), 5 October 2017

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

Alasdair Kerr 845-02381, Section 68(1), 5 October 2017

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

Amy Lenihan 834-45573, Section 68(1), 5 January 2017

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

Karen Mexon 822-44331, Section 68(1), 30 October 2017

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

Sarah Reeves 843-89374, Section 68(1), 5 October 2017

**Professional Officer Class 2 \$79,824 - \$91,356**

Stephen Roberts 853-71993, Section 68(1), 3 October 2017

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

Laura Swiderski 853-70640, Section 68(1), 5 October 2017

**Justice and Community Safety**

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

Sharen Phillips 848-76236, Section 68(1), 9 October 2017

**Prosecutor Grade 1 \$72,389 - \$82,104**

Bianca Shaw 848-83188, Section 68(1), 10 October 2017

**Prosecutor Grade 1 \$72,389 - \$82,104**

Vivian Wei 847-05613, Section 68(1), 10 October 2017

**Transport Canberra and City Services**

**Bus Operator - Training \$66,212**

Matthew Mitchell 853-71248, Section 68(1), 4 October 2017

**Suburban Land Agency**

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

Ruth Michelle Price 730-78618, Section 68(1), 18 October 2017

## TRANSFERS

### Chief Minister, Treasury and Economic Development

**Lisa Coulson: 799-93681**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 27521) (Gazetted 2 June 2017)

### Health

**Rachel Coleman: 836-15288**

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

Health

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

Health, Canberra (PN. 16741) (Gazetted 17 August 2017)

**Roslyn Fitzgerald: 609-09013**

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

Justice and Community Safety

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

Health, Canberra (PN. 38912) (Gazetted 20 July 2017)

**Emily Quinlan: 840-51189**

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

Health

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

Health, Canberra (PN. 27537) (Gazetted 7 October 2017)

**Jillian Wenke: 820-73157**

From: Registered Nurse Level 2 \$88,249

Health

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

Health, Canberra (PN. 28464) (Gazetted 3 August 2017)

## PROMOTIONS

### ACT Teacher Quality Institute

**Heidi Blunden: 827-1865**

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

ACT Teacher Quality Institute

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

ACT Teacher Quality Institute, Canberra (PN. 30718) (Gazetted 28 August 2017)

### Community Services

**Child and Youth Protection Services**

**Child and Youth Protection Services**

**Operations North/South**

**Jennifer Sirr: 843-98190**

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

Community Services

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

Community Services, Canberra (PN. 07843) (Gazetted 19 April 2017)

**Chief Minister, Treasury and Economic Development**

**Partnership Services**

**Service Centre**

**Service Desk**

**Adam Richard Bond: 836-01855**

From: Information Technology Officer Class 1 \$64,616 - \$73,554

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 00533) (Gazetted 25 July 2017)

**Access Canberra**

**Licensing and Registration**

**Transport Licensing**

**Deidre Margaret Brooks: 848-77239**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 00354) (Gazetted 22 September 2017)

**Enterprise Canberra**

**Skills Canberra**

**Engagement and Client Services**

**Jacqueline Elizabeth May Haeusler: 820-81544**

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

Canberra Institute of Technology

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35753) (Gazetted 27 June 2017)

**Partnership Services**

**Service Centre**

**Service Desk**

**Ryan Matthew: 843-98684**

From: Information Technology Officer Class 1 \$64,616 - \$73,554

Chief Minister, Treasury and Economic Development

To: Information Technology Officer Class 2 \$79,824 - \$91,356

Chief Minister, Treasury and Economic Development, Canberra (PN. 14341) (Gazetted 25 July 2017)

**Procurement, Property and Venues**

**Venues Canberra**

**National Arboretum Canberra**

**Amalie Irene Shawcross: 817-48204**

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

Education

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 18233) (Gazetted 29 August 2017)

**Community Services**

**Corporate**

**People Management**

**Safety and Wellbeing**

**Leanne Ballard: 030-96079**

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

Community Services

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

Community Services, Canberra (PN. 33213) (Gazetted 14 August 2017)

**Housing and Community Services**

**Housing ACT**

**Tenancy Operations**

**Leah-Jane Calder: 792-35725**

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

Community Services

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

Community Services, Canberra (PN. 38711) (Gazetted 14 June 2017)

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

**Child and Youth Protection Services**

**Child and Youth Protection Services**

**Operations North/South**

**Margarita Castro- Carrillo: 835-93891**

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

Community Services

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

Community Services, Canberra (PN. 27431) (Gazetted 19 April 2017)

**Child and Youth Protection Services**

**Child and Youth Protection Services**

**Operations North/South**

**Laiju Chempisseril Philip: 844-83918**

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

Community Services

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

Community Services, Canberra (PN. 34284) (Gazetted 19 April 2017)

**Child and Youth Protection Services**

**Child and Youth Protection Services**

**Operations North/South**

**Benjamin Kane: 836-12052**

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

Community Services

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

Community Services, Canberra (PN. 10414) (Gazetted 19 April 2017)

**Child and Youth Protection Services**

**Child and Youth Protection Services**

**Operations North/South**

**Lucy Konda: 817-92571**

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

Community Services

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

Community Services, Canberra (PN. 27436) (Gazetted 19 April 2017)

**Child and Youth Protection Service**  
**Child and Youth Protection Service**  
**CYPS, Operations North, South and Intake**  
**Jaclyn Kook: 821-07118**

From: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)  
Community Services  
To: †Health Professional Level 4 \$100,462 - \$108,140  
Community Services, Canberra (PN. 00030) (Gazetted 22 September 2016)

**Child and Youth Protection Services**  
**Child and Youth Protection Services**  
**Operations North/South**  
**Raluca Matei: 847-05621**

From: Health Professional Level 2 \$61,784 - \$84,816  
Community Services  
To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)  
Community Services, Canberra (PN. 12034) (Gazetted 20 April 2017)

**Children and Youth Protection Services**  
**Children and Youth Protection Services**  
**Bimberi Residential Services**  
**Bernard Vella: 820-97167**

From: Youth Worker 1/2 \$60,039 - \$72,175  
Community Services  
To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Community Services, Canberra (PN. 19581) (Gazetted 5 October 2016)

**Health**

**Quality, Governance and Risk**  
**Workplace Safety**  
**Cassandra Bahr: 827-81700**

From: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Health  
To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Health, Canberra (PN. 03837) (Gazetted 31 August 2017)

**Canberra Hospital and Health Services**  
**Avnita Nand: 845-19140**

From: Health Service Officer Level 3 \$48,385 - \$49,958  
Health  
To: Administrative Services Officer Class 3 \$60,039 - \$64,616  
Health, Canberra (PN. 36940) (Gazetted 13 July 2017)

**Canberra Hospital and Health Services**  
**Critical Care**  
**Casey Shaw: 827-42218**

From: Administrative Services Officer Class 2 \$52,991 - \$58,513  
Health  
To: Administrative Services Officer Class 4 \$66,656 - \$72,175  
Health, Canberra (PN. 22047) (Gazetted 2 March 2017)



**Justice and Community Safety**

**Corporate**

**Governance**

**Governance, Library, Coordination and Reporting**

**Angelique Delahaye: 827-61865**

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

Justice and Community Safety

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

Justice and Community Safety, Canberra (PN. 24705) (Gazetted 6 March 2017)

**Suburban Land Agency**

**Urban Projects**

**Joshua Ezra Zamora-Pullin: 835-83482**

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

Environment, Planning and Sustainable Development

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

Suburban Land Agency, Canberra (PN. 27321) (Gazetted 29 August 2017)