



# **ACT Government Gazette**

**Gazetted Notices for the week beginning 30 November 2017**

## VACANCIES

### Canberra Institute of Technology

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

#### Corporate Services

#### Training Initiatives

#### Team Leader, ACTFA Liaison Team

#### Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 55191)

Gazetted: 05 December 2017

Closing Date: 12 December 2017

Details: The Canberra Institute of Technology (CIT) is seeking an enthusiastic Team Leader to Supervise the administrative team's priorities and ensure workloads are manageable. Monitor, review and support the progress of Australian Apprentices through structured workplace visits; foster relationships and networks with the CIT Training Initiatives Unit, Business Development Unit, teaching departments/colleges and employers. 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: A willingness and ability to hold a White Card to support Workplace Health and Safety work site visit requirements. Familiarity with Australian Apprenticeship systems and compliance requirements for the ACT would be advantageous.

Note: This is a temporary position available for a period of 12 months with the possibility of extension. 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: Rikki Norris 0430 933 391 [rikki.norris@cit.edu.au](mailto:rikki.norris@cit.edu.au)

#### Brand and Business Development

#### Brand and Business Development Management

#### Senior Manager, Business Growth and Development

#### Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 36634)

Gazetted: 30 November 2017

Closing Date: 5 January 2018

Details: The Canberra Institute of Technology has an exciting opportunity for a dynamic, enthusiastic and experienced individual to lead a high performing team in strategic business development and growth. Working collaboratively by leveraging expertise across CIT, you will optimise innovative training solutions for external stakeholders, clients and students within the Vocational Education and Training (VET) sector. If you have expertise in establishing and fostering productive business and industry relationships, an interest and passion for contributing to improving lives through vocational education delivery, we would welcome an application from you. An understanding of the VET sector and Australian Apprenticeships within the ACT region and nationally would be an advantage. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Business and Market development experience in industries relevant to CIT such as construction trades, renewables, health, aged care, business management and ICT will be considered favourably.

Note: This is a temporary position available for a period of two years with the possibility of extension up to but not exceeding five years in total.

Contact Officer: Paul Ryan (02) 6207 4955 [paul.ryan@cit.edu.au](mailto:paul.ryan@cit.edu.au)

#### People and Organisational Governance

#### People Development

**Education Advisor – VET Practice**

**Teacher Level 2 \$100,508, Canberra (PN: 34788, several)**

Gazetted: 01 December 2017

Closing Date: 8 December 2017

Details: Are you passionate about high quality Vocational Education and Training (VET) education? We are a dynamic team that facilitates the enhancement of teaching delivery throughout the Canberra Institute of Technology (CIT). We deliver training, advice and professional development to our VET colleagues. Empowering them to deliver customer centric, flexible, multi-platform inspirational teaching and learning experiences. If you have a wealth of experience in mentoring, training and assessment in the Australian VET sector and are focussed on helping peers to improve their practice, then we would like to hear from you. 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: Mandatory Qualifications and/or Registrations/Licensing: Refer to the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017, sub-Clause 40. Teacher Level 1.8 and above must hold a full Training and Assessment Certificate IV level qualification (such as TAE40110 or its successor) and an Advanced Diploma in Adult Learning and Development (or equivalent). Industry

Experience: In accordance with sub-Clause 40.10 of the ACT Public Sector Canberra Institute of Technology (Teaching Staff) Enterprise Agreement 2013-2017. All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Relevant higher level qualifications in Education Qualifications in Mentoring, Coaching, Management or Project Management. TAE50111 or TAE50116 Diploma of Vocational Education and Training to meet the delivery requirements of the TAE40116 and TAE50116. Note: This is a temporary position available for a period of three years with the possibility of extension up to but not exceeding five years in total.

Contact Officer: Jason Washington-King (02) 6207 4891 jason.king@cit.edu.au

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

**Chief Minister, Treasury and Economic Development**

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

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

**Shared Services ICT**

**Technology Services**

**Technical Services Delivery**

**UNIX and Database Team Member**

**Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 11599)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: The successful candidate will assist the Shared Services Information and Communication Technology (SSICT) Unix and Database team to perform day-to-day system and database administration for a range of servers and midrange systems and provide reports to management at regular intervals for use in system planning and Service Level Agreement reconciliation. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Robert Torley (02) 6207 8457 robert.torley@act.gov.au

**Procurement, Property and Venues**

**ACT Property Group**

**Business Development**

**Project Officer - Liaison Services**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39703)**

Gazetted: 01 December 2017

Closing Date: 22 December 2017

Details: ACT Property Group (ACTPG) is implementing an ACT Government initiative to establish a single service model for the delivery of property management services. In this position, you will have the opportunity to be part of the implementation project team working with ACT Agencies and business units to deliver the new model. The single service model will see ACTPG's role expand to provide cross-portfolio strategic property asset services as well as operational services in partnership with ACT Agencies and business units. The task of the project team is to ensure that ACTPG is ready to take on the new role and that appropriate property management solutions are implemented with ACT Agencies and business units. As part of the project team, you will facilitate the planning activity with ACT Agencies and business units, including establishing Transition Plans and Partnership Agreements, identifying ACT Agency service requirements and co-ordinating the communication activity related to the transition processes. To undertake this role, you will have strong facilitation, consultation, communication and networking skills. Chief Minister, Treasury and Economic Development supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: John Wynants (02) 6205 9096 john.wynants@act.gov.au

### **Procurement, Property and Venues**

#### **ACT Property Group**

#### **Business Development**

#### **Project Officer - Asset Services**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39702)**

Gazetted: 01 December 2017

Closing Date: 22 December 2017

Details: ACT Property Group (ACTPG) is implementing an ACT Government initiative to establish a single service model for the delivery of property management services. In this position, you will have the opportunity to be part of the implementation project team working with ACT Agencies and business units to deliver the new model. The single service model will see ACTPG's role expand to provide cross-portfolio strategic property asset services as well as operational services in partnership with ACT Agencies and business units. The task of the project team is to ensure that ACTPG is ready to take on the new role and that appropriate property management solutions are implemented with ACT Agencies and business units. As part of the project team, you will facilitate the property (building) asset transfer activity, including the conduct of asset condition audits, co-ordinate ACT Agency property services with existing ACTPG programs and co-ordinate the strategic asset management planning services. To undertake this role, you will have a background, skill and interest in property management as well as good communication and networking skills. Chief Minister, Treasury and Economic Development supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: John Wynants (02) 6205 9096 john.wynants@act.gov.au

### **Workplace Safety and Industrial Relations**

#### **Injury Management and Safety**

#### **Continuous Improvement Officer**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39687)**

Gazetted: 05 December 2017

Closing Date: 18 December 2017

Details: An exciting opportunity exists in the Injury Management and Safety Team, Workplace Safety and Industrial Relations for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. This position for a Continuous Improvement Officer centres on an ability to identify trends, interpret data, undertake project work under timeframe while collaborating with a team from a diverse range of operational areas. A key aspect of the role is the provision of data management, assisting with the monitoring of external stakeholders fostering effective working relationships that meet both legislative and operational requirements.

Essential to the role is effective communication and an ability to work autonomously and collaboratively to provide quantifiable recommendations. 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 with an ability to work in a highly complex environment.

Eligibility/Other Requirements: Whilst not mandatory, the following knowledge/experience/qualifications would be highly regarded: Recent experience in workers' compensation, injury management, quality assurance, claims or liability management for a large employer, insurer or regulator; tertiary qualifications and/or equivalent relevant experience in Allied Health, Occupational Rehabilitation, Human Resources or Quality Assurance.

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

Contact Officer: Rachael Watkin 6205 5123 rachael.watkin@act.gov.au

## **Corporate Management**

### **Corporate**

#### **Information Access**

##### **Freedom of Information (FOI) Officer**

###### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38417)**

Gazetted: 06 December 2017

Closing Date: 13 December 2017

Details: Chief Minister, Treasury and Economic Development is looking for an enthusiastic member for our Freedom of Information (FOI) Team within Corporate. You should be able to demonstrate through your application, knowledge of the new *Freedom of Information Act 2016*, knowledge of FOI processes and practices, have the ability to interpret legislation, and to prepare supporting evidence and briefing material for your recommended approach. As a member of a new team you will have the opportunity to contribute to shaping the team, developing innovative ideas, and also supervising staff. The Chief Minister, Treasury and Economic Development Directorate supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

## **Finance and Budget Division**

### **Executive Assistant**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 36372)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: The Finance and Budget Division is seeking to recruit a highly motivated Executive Assistant. The primary objective of the position is to support the Executive Director and Directors with administrative support. The ideal candidate will be organised, professional, able to work independently, and willing to learn.

Eligibility/Other Requirements: A working knowledge of the Microsoft Office suite of products is essential.

Candidates with experience using an electronic document management system (such as TRIM or Objective) would be highly regarded.

Note: This temporary position is available until 30 June 2018, with the possibility of extension. Selection may be based on application and referee reports only. Applicants should address the selection criteria, provide a separate curriculum vitae and details of at least two referees.

Contact Officer: Susan Cameron (02) 6205 2236 susan.cameron@act.gov.au.

## **Shared Services**

### **Partnership Services**

#### **Publishing Services**

##### **Publishing Services Project Officer**

###### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 03211)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: The Publishing Services Project Officer will be an enthusiastic and experienced administration officer with a good grasp of the local publishing industry and possess excellent client management skills with a high attention

to detail. The Publications Team provides support and guidance to the ACT Government in the processes and coordination of publishing services. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply

Eligibility/Other Requirements: Knowledge of publishing software and the local publishing industry would be an advantage. Knowledge of design as well as print processes is highly desirable.

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

Contact Officer: Luke Halls (02) 6205 0552 luke.halls@act.gov.au

## **Shared Services**

### **Business Application Management**

#### **Business Applications and Strategy**

##### **Application Platforms Manager**

##### **Senior Information Technology Officer Grade B \$118,319 - \$133,197, Canberra (PN: 17222)**

Gazetted: 06 December 2017

Closing Date: 20 December 2017

Details: Calling Transformation Enthusiasts! As we build out new platforms and new services aligned to the ACT Government's Digital Strategy, we're looking for someone who is excited by change and doing things differently. Our ICT ecosystems are increasingly targeted at valued customer outcomes so you need to be obsessive about value creation. Whilst you are helping to establish and shape those services, you'll be leading your team of Application Development specialists in the redesign of their future function in this digital era. The human dimension will be at the heart of this transformational journey to platforms and services. Chief Minister, Treasury and Economic Development supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

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

## **Procurement, Property and Venues**

### **Venues Canberra**

#### **National Arboretum Canberra**

##### **Senior Horticulturalist**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 14223)**

Gazetted: 30 November 2017

Closing Date: 8 December 2017

Details: The National Arboretum Canberra is looking for a motivated and skilled Senior Horticulturalist to work with a small horticultural team to manage a range of tasks associated with the management and development of the Arboretum living collections and landscape consistent with the Master Plan and Business Plan. Manage general horticultural and arboricultural maintenance programs and activities as well as the irrigation infrastructure through the Water Management Strategy. Experience in similar roles would be an advantage.

Contact Officer: Matthew Parker (02) 6205 4210 matt.parker@act.gov.au

## **Workplace Safety and Industrial Relations**

### **Office of the Executive Director**

#### **Communications Officer**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 37025)**

Gazetted: 05 December 2017

Closing Date: 19 December 2017

Details: The Workplace Safety and Industrial Relations Division seeks an experienced communication and engagement professional to support the investigations of public sector workers' compensation self-insurance options. If approved by Government, the successful applicant will be responsible for developing and implementing a communication and engagement strategy across the ACT public sector. Applicants should have a strong

commitment to building a culture of care within the ACT public sector. Experience in managing an internal engagement framework within a public sector workforce is an advantage.

Eligibility/Other Requirements: Whilst not mandatory, the following knowledge/experience/qualifications would be highly regarded: Relevant tertiary qualifications, and/or a minimum of three years experience as a graded journalist or in a similar engagement, public relations or communications management role is essential.

Note: This is a temporary position available from 8 January 2018 until 6 July 2018 with the possibility of extension and/or permanency.

Contact Officer: Leanne MacLaughlan (02) 6207 1505 [leanne.maclaughlan@act.gov.au](mailto:leanne.maclaughlan@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)**

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

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

##### **Practice and Performance**

##### **Client Management System Project Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15201)**

Gazetted: 04 December 2017

Closing Date: 18 December 2017

Details: The Child and Youth Protection Services (CYPS) Client Management System (CMS) Project Officer role will support the Project Manager to coordinate and implement governance requirements, stakeholder engagement strategies, and deliverables of the CYPS CMS Project (e.g. requirements definition, training, consultation strategies) using a project management methodology to deliver the project on time and within budget.

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 a period of six months with the possibility of extension. Selection may be based on written application and referee reports only.

Contact Officer: Janet Plater (02) 6205 9390 [janet.plater@act.gov.au](mailto:janet.plater@act.gov.au)

### **Office of the Director-General**

#### **Organisational Governance**

##### **FOI and Administration Officer**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 33366)**

Gazetted: 01 December 2017

Closing Date: 15 December 2017

Details: The Directorate is seeking an officer who will be responsible for assisting the Legal Coordination Unit in managing complex Freedom of Information matters for one day per week. The role will involve assisting team members with photocopying, scanning, file management, and weekly reporting. We are seeking a candidate with the ability to communicate effectively, manage different priorities and with strong organisational skills.

Note: This is a temporary part-time position for one day a week, available from 5 January 2018 until 29 June 2018 with the possibility of extension. The full-time salary noted above will be paid pro rata. Selection may be based on written application and referee reports only.

Contact Officer: Julian Dennis (02) 6207 6547 [julian.dennis@act.gov.au](mailto:julian.dennis@act.gov.au)

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

#### **Business Support**

##### **Senior Manager**

##### **Senior Officer Grade A \$137,415, Canberra (PN: 26671)**

Gazetted: 05 December 2017

Closing Date: 19 December 2017

Details: The Business Support Unit, Children, Youth and Families is seeking a Senior Manager to provide strong leadership in supporting the Executive Director to deliver the Strategic Plan. The role will be required to work across all Branches to ensure Children, Youth and Families has the capability to meet statutory obligations. The Senior Manager will lead the development and maintenance of strategic relationships across government and the community sector. The position will require a person with significant experience in managing, developing, implementing and monitoring strategic policy and coordination activities. The position is responsible for leading, mentoring and supporting staff in the Business Support team, and reports to the Executive Director.

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

Contact Officer: Mark Collis (02) 6205 1938 [mark.collis@act.gov.au](mailto:mark.collis@act.gov.au)

## **Education**

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

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

### **Office for Schools**

#### **South/Weston Network**

#### **Red Hill Primary School**

#### **Business Manager**

#### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15596)**

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: Expressions of interest are sought for a highly experienced officer for the position of Business Manager. The successful candidate will manage the business aspects of a dynamic educational environment with high level responsibility for human resource, finance, risk and Directorate compliance management. High level knowledge and skills in management, systems design and implementation is essential, along with communication skills to ensure outstanding service delivery. The Business Manager is required to work in partnership with the principal to ensure the needs of the school community are met and system requirements are fulfilled. The successful applicant will engage as a member of the executive team. Further duties include developing policies and procedures relating to facilities management, and preparation of budgets, expenditure reviews, and financial returns. The Business Manager has responsibility for supervising and developing administrative and education support officers.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety); a current registration issued under the *Working With Vulnerable People (Background Checking) Act 2011* will be required. For further information on Working with Vulnerable People registration refer to Access Canberra. Desirable: Working knowledge of the MAZE management systems. Current First Aid certificate or willingness to undertake appropriate training.

Contact Officer: Louise Owens (02) 6205 7144 [louise.owens@ed.act.edu.au](mailto:louise.owens@ed.act.edu.au)

### **Office for Schools**

#### **North/Gungahlin Network**

#### **Gungahlin College**

#### **Information Technology Officer**

#### **Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 36439)**

Gazetted: 06 December 2017

Closing Date: 13 December 2017

Details: An exciting opportunity exists at Gungahlin College to take on a leadership role in the management, development and improvement of ICT across the College. The successful applicant will provide strategic planning advice and IT support to staff and students, and will be responsible for the maintenance, acquisition and reporting on ICT equipment and related matters.



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)  
Contact Officer: Chantelle Lawson (02)6142 1000 [chantelle.lawson@ed.act.edu.au](mailto:chantelle.lawson@ed.act.edu.au)

#### **Office for Schools**

##### **Belconnen Network**

##### **Macgregor Primary School**

##### **Administrative Coordinator - Staffing and Excursions**

##### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 00585)**

Gazetted: 01 December 2017

Closing Date: 15 December 2017

Details: Macgregor Primary School is seeking a highly experienced officer for the temporary position of Staffing and Excursion Officer to work in a dynamic, fast paced environment. Under the direction of the Business Manager the successful applicant will undertake a variety of tasks including the engagement of staff, creation and monitoring of rosters and leave processes and all administrative procedures relating to camps and general excursions. The successful applicant will have strong customer service and project skills and be proficient in the use of a variety of computer applications, databases and spreadsheets with the ability to advise on and implement effective office work practices.

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

Desirable: Certificate in Business Administration. Knowledge of office practices and procedures. Knowledge of Microsoft Office packages. First Aid qualification, or willingness to undertake appropriate training.

Note: This is a temporary position available from 22 January 2018 until 13 April 2018 with the possibility of extension and/or permanency. Applicants are strongly encouraged to contact the Business Manager for further information regarding the details of this position.

Contact Officer: Tanya Price (02) 6142 1600 [tanya.price@ed.act.edu.au](mailto:tanya.price@ed.act.edu.au)

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

##### **North Gunghalin Network**

##### **Neville Bonner Primary School**

##### **K-6 Classroom Teacher**

##### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 38982, several)**

Gazetted: 05 December 2017

Closing Date: 12 December 2017

Details: Neville Bonner Primary is a Preschool to Year 6 school with a growing population. We are committed to providing a welcoming, safe and nurturing environment which supports children to excel as learners. In partnership with parents and carers we endeavour to build our school as a community of learners who treat each other with respect and kindness. Our Respectful Relationships framework is fundamental to our school philosophy. The curriculum, including contemporary pedagogy, supports high quality learning programmes and outcomes for all children -focussing on their talents, aspirations and learning needs. Our school prides itself on its commitment to the Aboriginal and Torres Strait Islander perspective. We are currently seeking highly motivated K-6 teachers with a passion for teaching and learning, and a willingness to work collaboratively in a team teaching environment. Successful applicants will see themselves as life-long learners who focus on continued development of their professional knowledge, practice and engagement

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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 from 27 January 2018 for one year.

Contact Officer: Amy Czoban (02) 6142 1201 [amy.czoban@ed.act.edu.au](mailto:amy.czoban@ed.act.edu.au)

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

**School Performance and Improvement**

**North Gungahlin Network**

**Neville Bonner Primary School**

**Preschool Teacher**

**Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 32735)**

Gazetted: 04 December 2017

Closing Date: 12 December 2017

Details: Neville Bonner Primary is a Preschool to Year 6 school with a growing population. We are committed to providing a welcoming, safe and nurturing environment which supports children to excel as learners. In partnership with parents and carers we endeavour to build our school as a community of learners who treat each other with respect and kindness. Our Respectful Relationships framework is fundamental to our school philosophy. The curriculum, including contemporary pedagogy, supports high quality learning programmes and outcomes for all children -focussing on their talents, aspirations and learning needs. Our school prides itself on its commitment to the Aboriginal and Torres Strait Islander perspective. We are currently seeking highly motivated preschool teachers with a passion for teaching and learning using the Early Years Learning Framework, and a willingness to work collaboratively in a team teaching environment. Successful applicants will see themselves as life-long learners who focus on continued development of their professional knowledge, practice and engagement, particularly in relation to the National Quality Standards.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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: Amy Czoban (02) 6142 1201 [amy.czoban@ed.act.edu.au](mailto:amy.czoban@ed.act.edu.au)

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

**School Performance and Improvement**

**North Gungahlin Network**

**Neville Bonner Primary School**

**K-6 Classroom Teacher**

**Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 38978, several)**

Gazetted: 05 December 2017

Closing Date: 12 December 2017

Details: Neville Bonner Primary is a Preschool to Year 6 school with a growing population. We are committed to providing a welcoming, safe and nurturing environment which supports children to excel as learners. In partnership with parents and carers we endeavour to build our school as a community of learners who treat each other with respect and kindness. Our Respectful Relationships framework is fundamental to our school philosophy. The curriculum, including contemporary pedagogy, supports high quality learning programmes and outcomes for all children -focussing on their talents, aspirations and learning needs. Our school prides itself on its commitment to the Aboriginal and Torres Strait Islander perspectives. We are currently seeking highly motivated K-6 teachers with a passion for teaching and learning, and a willingness to work collaboratively in a team teaching environment. Successful applicants will see themselves as life-long learners who focus on continued development of their professional knowledge, practice and engagement.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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: Amy Czoban (02) 6142 1201 [amy.czoban@ed.act.edu.au](mailto:amy.czoban@ed.act.edu.au)

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

**School Performance and Improvement**

**North Gungahlin Network**

**Neville Bonner Primary School**

**French Teacher**

**Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 38977)**

Gazetted: 05 December 2017

Closing Date: 12 December 2017

Details: Neville Bonner Primary is a Preschool to Year 6 school with a growing population. We are committed to providing a welcoming, safe and nurturing environment which supports children to excel as learners. In partnership with parents and carers we endeavour to build our school as a community of learners who treat each other with respect and kindness. Our Respectful Relationships framework is fundamental to our school philosophy. The curriculum, including contemporary pedagogy, supports high quality learning programmes and outcomes for all children -focussing on their talents, aspirations and learning needs. Our school prides itself on its commitment to the Aboriginal and Torres Strait Islander perspectives. We are currently seeking highly motivated French Teacher with a passion for teaching and learning, and a willingness to work collaboratively in a team teaching environment. Successful applicants will see themselves as life-long learners who focus on continued development of their professional knowledge, practice and engagement.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). 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 part-time position available for 12 months commencing 26 January 2018 at 30-40% of full-time hours. The advertised salary will be paid pro-rata for part-time hours.

Contact Officer: Amy Czoban (02) 6142 1201 [amy.czoban@ed.act.edu.au](mailto:amy.czoban@ed.act.edu.au)

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

**Office for Schools**

**Belconnen Network**

**Evatt School**

**Pre-School Classroom Teacher - Evatt School**

**Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 09867, several)**

Gazetted: 01 December 2017

Closing Date: 8 December 2017

Details: Evatt School are seeking applications for two Pre-School positions. The first working a full pre-school session Monday to Wednesday (five days per fortnight) and the second position working Wednesdays on alternate classes. The pre-school has a play based approach and received an exceeding rating on the National Quality Standards (NQS). Evatt School is a Trauma sensitive school and is seeking a dynamic and enthusiastic member to join the team. It is expected that the successful applicant will continue the implementation of Science, Technology, Engineering and Mathematics (STEM) within the pre-school setting.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. 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 part-time positions commencing 26 January 2017 until 7 July 2018. The full-time salary noted above will be paid pro rata.

Contact Officer: Susan Skinner (02) 6142 1640 [susan.skinner@ed.act.edu.au](mailto:susan.skinner@ed.act.edu.au)

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

**Office for Schools**

**Tuggeranong Network**

**Theodore Primary School**

**Kindergarten to Year 3 - Classroom Teacher - Theodore Primary School**

**Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 05628)**

Gazetted: 04 December 2017

Closing Date: 11 December 2017

Details: Theodore Primary requires an energetic and passionate K-3 Classroom Teacher to work in an inclusive environment and demonstrate a commitment to developing a differentiated curriculum based on a conceptual framework for inquiry. The successful applicant will be committed to working collaboratively within a teaching team and demonstrate capacity to build positive productive relationships with students, staff and community.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. 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 commencing 27 January 2018 until January 2019 with the possibility of extension.

Contact Officer: Tracey Stewart (02) 6142 3100 [tracey.stewart@ed.act.edu.au](mailto:tracey.stewart@ed.act.edu.au)

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

**Office for Schools**

**Tuggeranong Network**

**Theodore Primary School**

**Learning Support Unit - Classroom Teacher - Theodore Primary School**

**Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 05956)**

Gazetted: 04 December 2017

Closing Date: 11 December 2017

Details: Theodore Primary requires an energetic and passionate Teacher to work in our Learning Support Unit (LSU) with a strong commitment to developing learning plans with reasonable adjustments to individual programs. The successful applicant will be committed to working collaboratively within a special needs teaching team and demonstrate capacity to build positive productive relationships with students, staff and community.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. 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 commencing 27 January 2018 until January 2019 with the possibility of extension.

Contact Officer: Kerri Clark (02) 6142 3100 [Kerri.clark@ed.act.edu.au](mailto:Kerri.clark@ed.act.edu.au)

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

**Office for Schools**

**North Canberra**

**O'Connor Cooperative School**

**Classroom Teacher Early Childhood - O'Connor Cooperative School**

**Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 23611)**

Gazetted: 01 December 2017

Closing Date: 8 December 2017

Details: O'Connor Cooperative School is seeking an enthusiastic and experienced Early Childhood Teacher to join our collaborative and committed team for 2018. We are looking for a teacher who is able to work in a small school environment and enjoys building relationships across the school community. The successful applicant will need demonstrated abilities in working in an inclusive environment with students who have a diverse range of needs and is willing to learn and grow in our dynamic school community.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised Early Childhood teaching qualification. Prior to commencing this role, a current full teaching registration with the ACT Teacher Quality Institute (TQI) (or eligibility for teacher registration with the ACT TQI).

Note: This is a temporary position commencing 27 January 2018 until 26 January 2019. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. 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: Jenny Loudon (02) 6142 0345 [jenny.loudon@ed.act.edu.au](mailto:jenny.loudon@ed.act.edu.au)

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

#### **Office for Schools**

#### **Tuggeranong Network**

#### **Namadgi School**

#### **Classroom Teacher - Preschool - Namadgi School**

#### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 20697)**

Gazetted: 01 December 2017

Closing Date: 15 December 2017

Details: Namadgi School is seeking an Early Childhood qualified Preschool teacher to lead classes and drive school improvement through the Early Years Learning Framework (EYLF) and National Quality Standards (NQS). The position requires staff to operate through the EYLF and perform duties across the Preschool to support colleagues and enhance learning opportunities.

Eligibility/Other Requirements: Must be Early Childhood Qualified; a minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification; current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. 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: Brendan Briggs (02) 6142 0900 [brendan.briggs@ed.act.edu.au](mailto:brendan.briggs@ed.act.edu.au)

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

#### **Office for Schools**

#### **Tuggeranong Network**

#### **Namadgi School**

#### **Classroom Teacher - Preschool - Namadgi School**

#### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 20660)**

Gazetted: 04 December 2017

Closing Date: 15 December 2017

Details: Namadgi School is seeking an Early Childhood qualified Preschool Teacher to lead classes and drive school improvement through the Early Years Learning Framework and National Quality Standards (NQS). The position requires staff to operate through the EYLF and perform duties across the Preschool and Kindergarten classes to support early intervention programs. This position carries a partial teaching load in Preschool as well as early intervention teaching across the early years.

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

mandatory. 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: Brendan Briggs (02) 6142 0900 [brendan.briggs@ed.act.edu.au](mailto:brendan.briggs@ed.act.edu.au)

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

## **School Operations**

### **North and Gungahlin**

#### **Ainslie School**

##### **Classroom Teacher - Ainslie School**

##### **Classroom Teacher \$63,459 - \$100,317, Canberra (PN: 05393)**

Gazetted: 05 December 2017

Closing Date: 12 December 2017

Details: Build quality relationships with students, parents, carers colleagues and other community members; create an engaging and inclusive learning environment where students of diverse interests and abilities can thrive; work collaboratively in a Professional Learning Team to plan, develop assessments, analyse data, engage in action research and support colleagues to meet the needs of individuals and improve teaching practice and anticipate in an active and supportive school community.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. 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: Kate Chapman (02) 6142 3060 [kate.chapman@ed.act.edu.au](mailto:kate.chapman@ed.act.edu.au)

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

## **Office for Schools**

### **North/Gungahlin Network**

#### **Majura Primary School**

##### **Administrative Coordinator - Executive Support**

##### **School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 00845)**

Gazetted: 06 December 2017

Closing Date: 15 December 2017

Details: Majura Primary School is seeking a highly experienced Officer for the position of Administrative Coordinator - Executive Support to work in a dynamic, fast paced environment. Under the direction of the Business Manager the successful applicant will undertake a variety of tasks including the management of enrolments, student attendance, administrative procedures relating to camps, excursions and school events, and management of relevant data systems and records management. The successful applicant will have strong customer service and project skills and be proficient in the use of a variety of computer applications, databases and spreadsheets with the ability to advise on and implement effective office work practices.

Eligibility/Other Requirements: Desirable: Certificate in Business Administration; knowledge of office practices and procedures; knowledge of Microsoft Office packages and first Aid qualification, or willingness to undertake appropriate training. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. 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 commencing 22 January 2018 until 13 April 2018 with the possibility of extension and/or permanency. Applicants are strongly encouraged to contact the Business Manager for further information regarding the details of this position.

Contact Officer: Vikki Cooke (02) 6142 3140 [vikki.cooke@ed.act.edu.au](mailto:vikki.cooke@ed.act.edu.au)

## **Office for Schools**

### **Belconnen Network**

### **Miles Franklin Primary School**

#### **Building Service Officer 1 - Miles Franklin Primary School**

**General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: 01594)**

Gazetted: 05 December 2017

Closing Date: 12 December 2017

Details: An opportunity exists to work as part of a collaborative Building Services team to enhance the school facilities and provide maintenance where required at Miles Franklin Primary School. Joining the existing full time Building Services Officer (BSO), the successful applicant will work on a part-time basis (40%) to assist the BSO with the daily routines as well as support them with minor maintenance and upkeep of the buildings and grounds. The successful applicant will require minimal supervision and have a strong work ethic to achieve results effectively, efficiently and safely.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: [www.worksafe.act.gov.au/health\\_safety](http://www.worksafe.act.gov.au/health_safety). Mandatory Training in other Work Health and Safety procedures will be required during employment: for example Working at Heights, Sharps. A current First Aid certificate is desirable. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804)

Note: This is a temporary position available on a part-time basis (40%) commencing 5 February 2018 until 21 December 2018. The full-time salary noted above will be paid pro rata.

Contact Officer: Chris Jones (02) 6205 7533 [chris.jones@ed.act.edu.au](mailto:chris.jones@ed.act.edu.au)

### **School Performance and Improvement**

#### **Student Engagement**

##### **Directors Office**

#### **Senior Manager Policy and Projects**

**Senior Officer Grade A \$137,415, Canberra (PN: 39498)**

Gazetted: 05 December 2017

Closing Date: 19 December 2017

Details: ACT Education is seeking applications for the position of Senior Manager Policy and Projects, this is a senior leadership role within the Student Engagement Branch. The Senior Manager Policy and Projects is responsible for policies and project management related to inclusion and engagement. The position will be required to provide expert and strategic advice in a dynamic environment to the Directorate Executive team on issues relating to inclusion of all students, including NDIS, Inter directorate collaboration and meeting the needs of students with complex and/or challenging behaviours.

Eligibility/Other Requirements: Demonstrated experience in Project and People Management in the Human Services/Education Sector is essential. Highly Desirable: Formal qualifications in Project Management. Knowledge of ACT government legislation, policies and processes. Knowledge of contemporary education practices, including current approaches to supporting students with disability and complex needs. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is mandatory. 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: Sam Seton (02) 6205 7029 [sam.seton@act.gov.au](mailto:sam.seton@act.gov.au)

### **Business Services**

#### **People and Performance**

##### **Workforce Strategy**

#### **Assistant Manager**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39121)**

Gazetted: 05 December 2017

Closing Date: 12 December 2017

Details: We are seeking a high performing Assistant Manager for a position in the Workforce Strategy Team, part of the People and Performance Branch in the Education Directorate. The People and Performance Branch is currently moving away from a compliance driven approach to a contemporary partnership model. The Workforce

Strategy Section is a new group that will lead the development of plans and initiatives to ensure future workforce models and capability are focused on improving student outcomes.

Note: Response to the criteria to be no more than two pages. Applicants will be considered for the position against a range of selection processes and may not include an interview.

Contact Officer: Kerrie Atkins (02) 6207 9112 kerrie.atkins@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)**

#### **Environment**

##### **Conservation Research**

##### **Project Officer**

##### **Professional Officer Class 1 \$56,359 - \$78,145, Canberra (PN: 16017, several)**

Gazetted: 06 December 2017

Closing Date: 18 December 2017

Details: The person selected for this position will support ecologists within the Conservation Research unit, which is responsible for a range of applied ecological research and monitoring programs, preparation of scientific advice on management of threatened species and communities, threatening processes, aquatic ecology, vertebrate pests and conservation impacts related to urban development. The primary focus of the position is to support senior ecologists in a range of applied ecology and administrative support tasks, including field surveys and preparation of written reports.

Eligibility/Other Requirements: A current manual driver's licence. Willingness to work with computers for long periods of time. Willingness to work in remote locations, out of hours and in adverse weather conditions and the ability to work independently in the field if required. Willingness to work on boats and with electrofishing operations. Electrofishing operations require the officer to not have any heart complications and be able to swim. Willingness to work on a full range of biological specimens, including living and dead animals, faecal samples and preserved specimens, and microscope work.

Note: The Fauna Project Officer position is currently available until December 2018 as a full-time temporary position with the possibility of extension for up to three years. A merit list formed through this recruitment process may also be used to fill up to six casual Project Officer positions. Applications should outline experience and ability for each of the selection criteria (no more than a total of three pages), and include contact details of at least two referees and a current resumé. Selection may be based on application documentation only.

Contact Officer: Melissa Snape (02) 6205 0001 melissa.snape@act.gov.au

#### **Business, Governance and Capability**

##### **Governance, Compliance and Legal**

##### **Assurance and Legal**

##### **Information and Records Manager**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39706)**

Gazetted: 05 December 2017

Closing Date: 12 December 2017

Details: The Environment, Planning and Sustainable Development Directorate is seeking a well-organised strategic thinker to lead a small team to develop, implement and monitor information, records and freedom of information services for the Directorate, the City Renewal Authority and the Suburban Land Agency. The successful applicant will provide strategic advice to senior executives and ministers in relation to the management and delivery of information, records and FOI services, including privacy and Ombudsman complaints. This role will lead and manage the Portfolio's implementation of the *Freedom of Information Act 2016*, including participating in relevant working groups, advising and training senior executives and staff of the operation of the Act, and developing and implementing policies, procedures and business frameworks to ensure compliance with the Act.

Eligibility/Other Requirements: Experience in delivering corporate services and developing policies and business frameworks within government agencies and detailed knowledge of the *Territory Records Act 2002*, *Information*



*Privacy Act 2014, Freedom of Information Act 1989 (and the Freedom of Information Act 2016) and Public Interest Disclosure Act 2012* are highly desirable.

Note: Applicants should limit responses to each selection criteria to 350 words.

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

### **Engagement and Executive Support**

#### **Communications Unit**

#### **Digital Communications Manager**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 16620)**

Gazetted: 05 December 2017

Closing Date: 19 December 2017

Details: Do you want to be part of a highly motivated Communications team within ACT Government? An opportunity exists for a Digital Communications Manager to show the way and help us carry out digital with a difference. We're looking for a manager with strong experience for digital platforms, knowledge in how to deliver government priorities in the digital space and ensuring this complements community engagement projects. The position is also responsible for working with the entire communications team to ensure high quality communications support for line areas and Ministers' offices. If you enjoy a fast pace and energetic work life, this job may be for you.

Eligibility/Other Requirements: Relevant tertiary qualifications and experience in community engagement, communications and/or public relations are desirable.

Note: This is a temporary vacancy available for a period of 12 months with possibility of extension.

Contact Officer: Karen Wilden (02) 6207 6196 [karen.wilden@act.gov.au](mailto:karen.wilden@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.

### **Office of the Commissioner for Sustainability and the Environment**

#### **Project Managers**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13811, several)**

Gazetted: 05 December 2017

Closing Date: 12 December 2017

Details: The Office of the Commissioner for Sustainability and the Environment (OCSE) is seeking applications for two Project Manager positions. As a Project Manager you will contribute to and produce a range of reports in respect of environmental and city sustainability for a variety of audiences including government, academia, interest groups and general public. Plan and implement projects involving complex science and multidisciplinary issues manage consultants and procurement policies directly associated with the projects. Manage budgets and financial arrangements directly associated with the projects. Have a demonstrated ability to supervise other staff, students and interns at undergraduate and graduate levels. Assist in providing leadership on environmental sustainability and specific environmental issues and in fulfilling the requirements of the Commissioner for Sustainability and the *Environment Act 1993*.

Eligibility/Other Requirements: Qualifications in a sustainability related field preferable, for example sciences, ecology, urban planning, environmental engineering. At least five years experience in a related professional role required. Auditing or investigation experience; community engagement preferable. Current driver's licence.

Note: These are temporary positions available from February 2018 to August 2019 with the possibility of extension. Selection may be based on application only. Word limit of 300 words per selection criteria.

Contact Officer: Kate Auty (02) 6207 2626 [kate.auty@act.gov.au](mailto:kate.auty@act.gov.au)

### **Business, Governance and Capability**

#### **Finance Information and Assets**

#### **Digital Innovation and Projects**

#### **Manager Strategic ICT**

#### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38880)**

Gazetted: 06 December 2017

Closing Date: 13 December 2017

Details: The Finance, Information and Assets team is seeking to recruit an experienced Information and Communications Technology (ICT) manager to lead the development and implementation of a Digital Strategy for the Directorate. This role will be responsible for all aspects of digital strategy including development of budget bids and business cases, supporting the ICT Digital Transformation Committee, implementing Application Portfolio Management (APM) and developing a forward plan to improve digital service delivery. The successful applicant will have a high level understanding of complex interconnected ICT systems, an in-depth understanding of implementation of digital strategies and a detailed knowledge of project management.

Eligibility/Other Requirements: Qualifications in ICT or Information Management would be considered an advantage.

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

Contact Officer: Ruth Fiona (02) 6207 5587 [ruth.fiona@act.gov.au](mailto:ruth.fiona@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>**

### **Deputy Director General TCH & Health Services**

**Women, Youth & Children**

**Obstetrics & Gynaecology**

**Obstetrics & Gynaecology**

**Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 38025)**

Gazetted: 07 December 2017

Closing Date:

Overview of the work area and position: These opportunities suit highly skilled clinicians with extensive experience in the practice of evidence based Obstetrics and Gynaecology. The successful candidates will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, resident's, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, demonstrated high level communication and interpersonal skills and demonstrated experience conducting and leading research and audit in relevant areas of practice are essential criteria. The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient antenatal clinics and contribute to the teaching program of ANU Medical School. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 3700 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care perinatal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for subspecialty training in Maternal Fetal Medicine. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital, Randwick. The department has a well-supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment to quality and audit. The new Centenary Hospital for Women and Children at the Canberra Hospital has been completed. The expanded facilities co-locates Maternity, Gynaecology, Neonatal, Paediatric and Adolescent services with enhanced models of care to meet the needs of the ACT and surrounding region. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$268,729 - \$327,246.

Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian & New Zealand College of Obstetricians and Gynaecologists or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health

Occupational Assessment, Screening and Vaccination policy. Note: This position is temporary for 6 months.  
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 & Health Services**  
**Mental Health, Justice Health & Alcohol & Drug Services**  
**Business Support Mental Health**  
**Chief Psychiatrist**  
**Senior Specialist \$222,205, Canberra (PN: 25809)**

Gazetted: 07 December 2017

Closing Date:

Overview of the work area and position: The position will be accountable and report to the Executive Director - Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) through a Performance Agreement Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. MHJHADS aims to be socially inclusive and operate within a recovery-focussed and/or harm minimisation approach. 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 holder will fulfil the statutory role as Chief Psychiatrist under the Mental Health Act (2015) and as such will have accountability to the Minister for Health. The Chief Psychiatrist and the Executive Director will work in collaboration to ensure high quality outcomes for all of the people who use the services provided by the Division. The role of the Chief Psychiatrist is to safeguard the rights of individuals, improve service delivery, administer the functions under the Act and monitor standards and services. In conjunction with Clinical Directors, the appointee will be expected to provide a high level of clinical leadership across all disciplines, ensuring strong medical engagement within MHJHADS. The appointee will be expected to represent the Division and ACT Health both internally and externally in a range of strategic and planning forums. Currently it is expected that approximately 50% of the Chief Psychiatrist time will be allocated to the statutory role and functions of the Chief Psychiatrist, 25% will provide oversight as the senior doctors for MHJHADS and 25% will be providing direct clinical care. Salary, Remuneration and Conditions: 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, \$356,505 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian & New Zealand College of Psychiatrists or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Contact Officer: Katrina Bracher, Executive Director Mental Health, Justice Health & Alcohol & Drug Services (02) 6205 1313 [katrina.bracher@act.gov.au](mailto:katrina.bracher@act.gov.au) Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Deputy Director General TCH & Health Services**  
**Office of the DDG TCH & Health Services**  
**DDGCHHS Executive**  
**Director of Prevocational Education and Training**  
**Staff Specialist Band 1-5**  
**\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 38038)**

Gazetted: 07 December 2017

Closing Date:

Overview of the work area and position: The Office of the Chief Medical Officer (CMO) includes the Medical Officer Support, Credentialing, Employment and Training Unit (MOSCETU), GP Liaison Unit (GPLU) and Library Services. This position reports to the CMO but has direct line management through the Director of MOSCETU. This leadership position is responsible for setting the strategic direction of the prevocational education program for Junior Medical Officers (JMOs), providing support and advocacy for JMOs and developing

stakeholder relationships. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$268,729 - \$327,246 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian & New Zealand College of Psychiatrists or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o 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 & Health Services**

**Surgery & Oral Health**

**Anaesthesia**

**Anaesthetist**

**Staff Specialist Band 1-5**

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

Gazetted: 07 December 2017

Closing Date:

Overview of the work area and position: The Department of Anaesthesia and Pain Management consists of 25 full and part time Staff Consultants and 33 Visiting Medical Officers. The Department provides a comprehensive range of clinical anaesthesia services for all surgical specialities including cardiothoracic, neurosurgery and paediatric surgery along with an active preadmission clinic, a post-anaesthesia care unit and an acute and chronic pain management service. The Department has a strong commitment to excellence, quality and safety in clinical care. The Department of Anaesthesia and Pain Management has a strong focus on education and offers a comprehensive rotational training scheme in anaesthesia and pain management. The Canberra Region Rotation Registrar Training Program is accredited for 4 Senior Registrars/Provisional Fellows and 27 Registrars. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$268,729 - \$327,246 Eligibility/Other Requirements: o Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. o Fellowship of the Royal Australian & New Zealand College of Anaesthesia or equivalent specialist qualifications. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Note: There are several positions available for permanent and temporary filling for 6 months 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

**Corporate**

**Health Infrastructure Services**

**Health Infrastructure Program**

**Maintenance Manager**

**Senior Officer Grade A \$137,415, Canberra (PN: 39642)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such

as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all ACT Health properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs. The Maintenance Manager role reports to the Facilities Director and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, for the Canberra Hospital and other facilities across the ACT. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model. The Maintenance Manager is responsible for approximately 36 trade positions across three distinct internal divisions; Building, carpentry and building fabric related trade groups; Mechanical and Hydraulic, fitters and plumbing trade groups; and, Electrical, Refrigeration and Heating, Ventilation and Air Conditioning (HVAC) trade groups. Additionally, FM utilises over 30 separate specialised trade contracts, supporting specialised planned maintenance tasks. When necessary FM also engage many specialised contractors to support reactive day to day work orders, these contractors include Plumbers, Electricians, Carpenters and HVAC specialists. The Maintenance Manager will be responsible for ensuring that planned and reactive maintenance and repairs are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various ACT Health Facilities. Stakeholder management and reporting are vital, with monthly finance and maintenance data are required to ensure that key milestones and performance indicators are met. The Maintenance Manager will be responsible for ensuring business continuity across ACT health infrastructure is maintained and will be responsible for implementing strategies to ensure this is achieved.

Eligibility/Other Requirements: Mandatory: Must have tertiary qualifications in a building related discipline or a building trade qualification, and/or at least ten years of building-related project management, maintenance or service experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: John Kilday (02) 6174 8033 john.kilday@act.gov.au

## **Canberra Hospital and Health Services**

### **Surgery and Oral Health**

#### **Surgical Administration**

#### **Nurse Manager - Community Nursing**

#### **Registered Nurse Level 4.1 \$114,377, Canberra (PN: 28538)**

Gazetted: 07 December 2017

Closing Date: 21 December 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. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: Applications are sought from Registered Nurses for a permanent full-time position as a Nurse Manager within the Community Care Program, RACC, managing one of five community nursing teams within the ACT. The teams provide community nursing services to patients with a broad range of needs across the ACT community. Nurses interested in working as a Nurse Manager within the Community Care Program should have a demonstrated ability to provide effective leadership, promote high quality health outcomes in a complex nursing service and manage financial, physical and human resources. Previous community nursing experience would be advantageous. Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Tertiary or post graduate qualifications and recent experience in a wide range of clinical hospital and/or community health applicable to the position. 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: Linda Kohlhagen (02) 6244 3579 linda.kohlhagen@act.gov.au

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

#### **Surgery and Oral Health**

#### **Surgical Administration**

#### **Pre-admission Clinic Nurse**

#### **Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 18718)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Pre-Admission Clinic provides pre-operative health assessments for patients undergoing surgery. As a Registered Nurse you will work autonomously, in collaboration with the surgical and anaesthetic team to ensure the patient is in optimal health prior to surgery and is well prepared for their admission and for discharge. To be successful in this position, it is expected that the successful candidate will have the following attributes: Flexibility and Initiative to be able to work effectively within a multidisciplinary team to meet patient's needs; strong analytical and problem solving skills' organisational skills with a high degree of motivation; high level communication skills with a focus on providing good customer service to people who access the service.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Tertiary qualifications in 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).

Notes: This is a temporary position available for four months.

Contact Officer: Nicole Larkin (02) 6244 2601 nicole.larkin@act.gov.au

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

#### **Pathology**

#### **Microbiology**

#### **Senior Scientist Microbiology**

#### **Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21314)**

Gazetted: 07 December 2017

Closing Date: 14 December 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. The Microbiology Laboratory operates extended hours, 7 days a week, offering a wide range of routine and specialised testing procedures. The successful applicant will be required to supervise a Laboratory team within the Microbiology Department. They will participate in the routine work of the laboratory as well as performing investigations of a non-routine or more complex nature. Extensive in-depth knowledge and experience in clinical microbiology procedures is essential.

Eligibility/Other Requirements: Mandatory: A degree in Medical Laboratory Science or equivalent relevant degree (Major in Clinical Microbiology is highly desirable); a commitment to own professional development and availability to work out of hours and on weekends is essential. Desirable: A minimum five years professionally relevant laboratory experience is preferred. 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 vacancy available for ten months with the possibility of extension.

Contact Officer: Susan Bradbury (02) 6244 2510 [susan.bradbury@act.gov.au](mailto:susan.bradbury@act.gov.au)

## **Canberra Hospital and Health Services**

### **Clinical Support Service**

#### **Clinical Records**

#### **Clinical Coding Auditor/Educator**

**Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25179, several)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 Clinical Record Service is part of the Clinical Support Services Branch and is primarily responsible for managing ACT Health's centralised clinical records and completing all inpatient clinical coding. Clinical coding is an essential function for ACT Health to support clinical research and education, to facilitate accurate funding reimbursement, assist in the planning and evaluation of health care services and to fulfil local and mandatory national data submission requirements. This role is a combined coding/auditing/educator role. In addition to some routine clinical coding responsibilities, you will also be required to train new coders and assess ongoing coder-education needs through regular coding audits. You will play a key role in determining appropriate DRG allocation, optimising coding throughput, ensuring targets and key performance indicators are met, conducting coding quality audits involving interactive Casemix reviews with clinical staff as well as providing training, mentoring and support to the Clinical Coding team.

Eligibility/Other Requirements: Mandatory: Bachelor of Applied Science (Health Information Management) or equivalent qualification, or eligibility for admission to full membership of the Health Information Management Association of Australia. Desirable: A minimum of three years clinical coding experience using the current edition of ICD-10-AM, covering a broad range of Casemix at the tertiary facility level, with ability to accurately code an average of 4 – 5 records per hour. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

## **Corporate**

### **Strategic Finance**

#### **Financial Operations Support**

#### **Assistant Finance Manager**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 01764, several)**

Gazetted: 07 December 2017

Closing Date: 21 December 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 Financial Operations and Support Unit within the Strategic Finance Branch, provides business management support and advice to the Divisions of both the Canberra Hospital and Health Services and Corporate. In liaison with key stakeholders, develop and manage the required budgets and contribute to the management and improvement of performance against agreed indicators. The team ensures high quality and consistent business services, including financial management reporting are provided to all aspects of ACT Health and provide financial and business functions on a day to day basis. The Assistant Finance Manager (AFM) will assist and support the team on matters including budget preparation, reporting, analysis and general financial support to Divisions within the Health Directorate. The AFM will need to be flexible in meeting changing priorities, adapting to a changing environment and working with a variety of different stakeholder groups. The AFM will also provide cover for staffing shortfalls within the team and as such is expected to be able to communicate confidently with senior level staff when required.

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

Contact Officer: Tony Liu (02) 6207 9597 tony.liu@act.gov.au

## **Corporate**

### **Health Infrastructure Services**

#### **Health Infrastructure Program**

##### **HVAC Supervisor**

##### **Health Service Officer Level 10 \$79,824 - \$91,356, Canberra (PN: 39641)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all ACT Health properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs.

The HVAC Supervisor role reports to the Maintenance Manager and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, for the Canberra Hospital and other facilities across the ACT asset portfolio. The asset portfolio is a diverse and complex range of systems and essential infrastructure that support the critical nature of a Health service delivery model.

Eligibility/Other Requirements: Desirable: Must maintain tertiary qualifications in the Heating, Ventilation, Air Conditioning and refrigeration related discipline and/or mechanical services. A current driver's licence is essential. 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. Selection may be based on application only.

Contact Officer: Scott Harding (02) 6174 5382 scott.harding@act.gov.au



**Corporate**

**Health Infrastructure Services**

**Health Improvement Project**

**Off Site Maintenance Supervisor**

**Health Service Officer Level 10 \$79,824 - \$91,356, Canberra (PN: 39644)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all ACT Health properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs. The Off Site Maintenance Supervisor reports to the Business Operations Manager and will undertake activities to support the delivery of planned and reactive maintenance, and repairs, of satellite Health facilities located across the Territory. The satellite facilities include, but not limited to: Community Health Centres, Mental Health Facilities, Office Administration Buildings, Child Health Clinics, Student Accommodation Facilities and Rehabilitation, Aged and Community Care Facilities.

Eligibility/Other Requirements: A current driver's licence is mandatory. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: A technical trade certificate in building related work or tertiary qualification relevant to the building trade and/or an engineering qualification is mandatory.

Contact Officer: Andrew Steele (02) 6244 4530 [andrew.steele@act.gov.au](mailto:andrew.steele@act.gov.au)

**Corporate**

**Health Information Services**

**Health Infrastructure Program**

**Liaison Officer**

**Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39640)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: Facilities Management

(FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services, including asset management, across the ACT Health portfolio (acute and non-acute). These services include high quality and timely planned and reactive maintenance and technical trade skill repairs. The Liaison Officer role reports to the Business Operations Manager and will undertake activities to support Facilities Management in relation to project delivery for the Canberra Hospital and other facilities across the ACT. The liaison Officer will be responsible for liaising between two business units being Facilities Management and Project Delivery, which sits under Health Infrastructure services, to communicate and coordinate their activities with various stakeholders across the ACT Health Directorate.

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

Notes: 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: John Kilday (02) 6174 8033 john.kilday@act.gov.au

## **Corporate**

### **Digital Solutions**

#### **Recurring Supplies and Maintenance**

##### **Project Officer**

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15158, several)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 centered care and ensuring that the operations of the Division occur within a robust governance framework. The Branch is comprised of staff organized 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 Directorates.

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

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

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

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Critical Care Admin**

##### **Personal Assistant to Executive Director**

##### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23447)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 Division of Critical Care is a business unit of Canberra Hospital & Health Services. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department: Canberra Hospital's Emergency Department (ED) is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. Well over 75,000 patients are seen each year and the ED provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. A dynamic and highly skilled team aims for excellence in care. Intensive Care Unit: The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. Overview of the Work Area and Position: The Critical Care Leadership team is responsible for the strategic and operational management of the Division of Critical Care, ensuring the effective and efficient operations of the Critical Care business units at Canberra Hospital. This position reports directly (day-to-day) to the Executive Director, Division of Critical Care and professionally to the Operations Manager, Division of Critical Care. Under broad direction, you will play a key role in providing day-to-day management (Diary management, human resource support, financial management support, performance, access and quality) to the office of the Executive Director, Division of Critical Care.

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Knowledge and experience with HP Records Manager - Electronic Document and Records Management System (EDRMS). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available until 31 March 2018 with the possibility of extension.

Contact Officer: Lindsay Ottaway (02) 6244 4500 [lindsay.ottaway@act.gov.au](mailto:lindsay.ottaway@act.gov.au)

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

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

#### **Adult Mental Health Services**

#### **Administrative Assistant**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 17240 (expected vacancy))**

Gazetted: 07 December 2017

Closing Date: 14 December 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. It is expected that in this position you will provide high level administrative support, including all aspects of Calendar and Inbox management, to assist in the strategic and operational processes required for the Operational Director and Clinical Director to undertake their accountabilities. This also includes the provision of high quality customer service to the consumers and staff of MHJHADS. You may be required to work at various sites, including but not limited to, 1 Moore Street. You will report to the Operational Director of Adult Acute Mental Health Services and provide administrative support to both the Operational Director and Clinical Director of the Adult Acute Mental health Services program.

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

Notes: This is an expected permanent position.

Contact Officer: Helen Braun (02) 6205 1225 [helen.braun@act.gov.au](mailto:helen.braun@act.gov.au)

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

#### **Cancer Ambulatory and Community Health Support**

#### **CACHS Medical**

#### **Radiation Therapist**

**Radiation Therapist Grade 2 \$64,391 - \$88,998, Canberra (PN: 19224)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with Intensity-Modulated Radiation Therapy (IGRT/IMRT)/Stereotactic options, two dedicated Computed Tomography (CT) Simulators, Superficial X-Ray Radiation Therapy (SXRT), Pinnacle 3D RTTSP, iPlan SRS planning system, ExacTrac imaging system, High-Dose Rate (HDR) brachytherapy and ARIA Oncology Information System.

Eligibility/Other Requirements: Mandatory: A recognised tertiary (or equivalent) qualification in Radiation Therapy; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); ACT Radiation Council License to operate radiation emitting apparatus used for Radiation Therapy purposes. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; 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: An order of merit list may be established to fill future vacancies at level over the next 12 months. You may be required to participate in an on-call roster, extended hours and overtime as necessary.

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

**Canberra Hospital and Health Services**

**Medicine**

**Acute Support Service**

**Dietitian - Acute Support Nutrition Department**

**Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 23723)**

Gazetted: 07 December 2017

Closing Date: 14 December 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Overview of the work area and position: The Acute Support Nutrition Department invites applications from enthusiastic and suitably qualified Dietitians. The successful applicant will work in a dynamic Nutrition Department that provides a range of tertiary hospital nutrition services to inpatients and outpatients of Canberra Hospital and Health Services. Health Professional level 2 (HP2) Dietitians work across a variety of clinical areas via a six monthly clinical rotation program. Duties include dietary assessment, nutrition care planning, nutrition counselling and monitoring within a multi-disciplinary team environment. In addition the Dietitian will be required to participate in the planning and delivery of education programs to staff and client groups and quality improvement initiatives. ACT Health has a commitment to professional development and is actively involved in teaching and training activities.

Eligibility/Other Requirements: Mandatory: Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent. Eligible for membership of the Dietitians Association of Australia and eligible for Accredited Practising Dietitian (APD) credential. 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 credentialing requirements for allied health.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Applicants with less than 12 months employment will be considered at the Health Professional 1 Level. This position(s) may be required to participate in overtime, on call, and rotation roster (including Food Service rotation). Some weekend duty will be required.

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

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

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

#### **Women, Youth and Children Community Health Programs**

#### **Administrative Support Officer**

#### **Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 28738)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 Administrative Support Officer supports the effective and efficient processes and systems to enable delivery of high quality clinical services for the Maternal and Child Health and Allied health team based in the North Region of Canberra. Services are provided in a range of locations and in client's homes.

Eligibility/Other Requirements: 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 six months with the possibility of extension.

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

### **Corporate**

#### **Health Infrastructure Services**

#### **Health Infrastructure Service Recurrent**

#### **Refrigeration Mechanic**

#### **Facilities Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 21208)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. ACT Health is a smoke free environment, across all buildings, grounds and vehicles. ACT Health offers highly competitive pay rates and excellent employment conditions. Please see our Enterprise Agreements for more information and other great benefits you will receive as an ACT Government employee. Overview of the work area and position: To carry out planned and reactive maintenance

tasks as well as installation primarily associated with the ACT Health's Mechanical Air Conditioning and Refrigeration Plant and Equipment at its various sites. Reporting to the Electrical supervisor.  
Eligibility/Other Requirements: Mandatory: Trade Certificate in Refrigeration. A current unrestricted driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Brendon Spence (02) 6244 2115 brendan.spence@act.gov.au

## **Canberra Hospital and Health Services**

### **Critical Care**

#### **Emergency Department**

##### **Administrative Officer**

##### **Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 20755)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 (ED) Administration Officer provides day-to-day administrative support to the Canberra Hospital Emergency Department, 24 hours a day, 7 days a week. The position reports to the ED Administration Manager, Division of Critical Care. The successful applicant will need to participate in the administrative activities within the Emergency Department such as patient registration, bed management, discharge patients and the coordination of medical records within a discreet unit to achieve the provision of high quality customer service 24 hours a day, 7 days a week.

Eligibility/Other Requirements: Desirable: 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 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 and/or permanency.

Contact Officer: Sarah Ryan (02) 6244 4115 sarah.ryan@act.gov.au

## **Corporate**

### **Business Support**

#### **Dhulwa Mental Health Unit**

##### **Health Service Officer**

##### **Health Service Officer Level 4 \$49,958 - \$51,869, Canberra (PN: 37916, several)**

Gazetted: 07 December 2017

Closing Date: 14 December 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The position is managed by the Dhulwa Facilities Manager for daily operations and the Canberra Hospital Food Services for governance matters such as training, food preparation and food safety compliance under the direction of the clinical staff. The position is responsible for range duties within Dhulwa primarily for the provision of food services

plus the replenishment of consumables, materials management and linen distribution in a secure mental health environment

Eligibility/Other Requirements: Completed Food Handling Principles. Completed or willing to undertake Food Safety Supervisor training. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: The Food Services Department of The Canberra Hospital has three permanent positions available within the Dhulwa Mental Health Unit located at Symonston. These positions consist of one full-time of 38 hours per week and two part-time, one at 24 hours per week and one at 20 hours per week. The full-time salary noted above will be paid pro rata.

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

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

**Assistant In Nursing**

**Assistant in Nursing \$48,888 - \$50,543, Canberra (PN: C09487, several)**

Gazetted: 07 December 2017

Closing Date: 21 December 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: Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The Community Care Program is seeking applications from Assistants in Nursing (AIN's) for a number of casual positions. This is an exciting opportunity to work in a supportive team, providing assistance with all aspects of daily living activities for a ventilator dependent patient in their own home.

Eligibility/Other Requirements: Mandatory: Certificate III in Health Services Assistance or recognized equivalent (for example working towards Diploma in Nursing or Bachelor of Nursing) is essential. Desirable: Recent experience in the care of ventilated patients. 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. All positions involve shift work and are an excellent opportunity to become familiar with this environment as further positions may become available including part-time and permanent opportunities. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

**Canberra Hospital and Health Services  
Clinical Support Service**

**Ward Services**

**Wardsperson**

**Health Service Officer Level 3 \$48,385 - \$49,958, Canberra (PN: 20894, several)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 Wardsperson position is a support clinical services and provides assistance with patient care. 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 throughout the hospital campus, and to assist in code response.

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; 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: There are several permanent positions available at full-time and part-time hours and the full-time salary noted above will be paid pro-rata.

Contact Officer: David Hosie (02) 6244 2610 david.hosie@act.gov.au

## **Corporate**

### **Digital Solutions**

#### **Data Repository and Report**

#### **Senior Manager, Critical Systems and Infrastructure Hub**

#### **Senior Officer Grade A \$137,415, Canberra (PN: 26959)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 Technology Operations Branch is responsible for the delivery of technology services (including devices, computers, infrastructure and applications) to the Health Directorate, our patients, stakeholders and partners. The Branch is responsible for all technology operational matters across the Directorate and works closely with our Shared Services ICT partner, technology vendors and subject matter experts to deliver high quality technology services on a 24/7 basis to support the Health Directorate's operations. The Technology portfolio encompasses all manner of technology from equipment that monitors and treats patients in real-time through to clinical business applications, critical communications and infrastructure to standard end-user equipment and services such as telephony and standard administrative computing applications and hardware.

Eligibility/Other Requirements: Desirable: Minimum of five years experience in the technology sector; and professional membership of the Australian Computer Society (ACS) including an assessment at a level of 'Certified Professional' or higher; or the ability to obtain such membership and certification level prior to commencing in the role; tertiary qualifications in Engineering or Information and Communication Technology (ICT); experience in and/or knowledge of the Health environment including an understanding of critical hospital communication systems would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Peter McNiven (02) 6205 3852 peter.mcniven@act.gov.au

## **Canberra Hospital and Health Services**

### **Cancer Ambulatory and Community Health Support**

#### **Cancer Allied Health**



## **Social Worker**

### **Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 26541)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 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 Wards 14B and 4A at the Canberra Hospital. Community based psychosocial services are also provided via the community health centres at Belconnen and Phillip. 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 along with Palliative and Supportive Care. The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre. Patient-centered care is provided by teams working in an integrated 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: The position will be provided within the inpatient Cancer psychosocial Service located at the Canberra Hospital main campus and will be responsible for attending to patients in both inpatient and outpatient Cancer Services environments. This service aims to improve outcomes for those impacted by cancer and their families, by providing quality social work and psychology services. The successful applicant will have an understanding of issues relating to oncology and the impact of cancer on a person and their family /carers, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling. They will demonstrate a commitment to working within an Inter-professional environment. The overall function of the position is to promote positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work; eligible for membership of the Australian Association of Social Workers; minimum one year post graduate experience post degree qualification in Social Work. Desirable: Experience in oncology. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the Working with Vulnerable People (Background Checking) Act 2011; If 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).

Contact Officer: Sharon Bale (02) 6174 8545 sharon.l.bale@act.gov.au

## **Corporate**

### **Health Information Services**

### **Health Infrastructure Program**

### **Building Services Manager**

### **Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 39639)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: The Building Services Manager role reports to the Senior Manager Capital Project Delivery and will undertake activities to support the delivery of ACT Health Building Services Capital Works projects by HIS. The Building Services Officer will be responsible for managing a number of major ACT Health projects, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various ACT Health Facilities. Stakeholder management and project reporting is vital, with monthly finance and program updates required to ensure that key projects milestones and performance indicators are met. The major projects will be complex in nature and require a professional with technical skills and experience across various infrastructure disciplines. The Building Services Manager will be responsible for ensuring business continuity is maintained throughout the project and identifying and implementing strategies to ensure this is achieved. This will require extensive stakeholder management and negotiation. The Building Services Manager will also be responsible for identifying and managing energy efficiency strategies across the asset portfolio. This will include evaluation of project scope of work to ensure energy efficiency strategies are highlighted and addressed, as well as highlighting new projects and opportunities to implement new works to lower energy consumption, with a focus on sustainability. At times this will require the Building Services Manager to liaise and take direction from the HIS Facilities Director.

Eligibility/Other Requirements: Mandatory: Must maintain tertiary qualifications in a building related discipline or a building trade qualification. Desirable: At least five years of building related project management experience is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: 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: John Kilday (02) 6174 8033 john.kilday@act.gov.au

**Canberra Hospital and Health Services**  
**Cancer Ambulatory and Community Health Support**  
**CACHS Medical**  
**Systems Development and Change Manager**  
**Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39629)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 Division of Cancer, Ambulatory and Community Health Support provides Canberra Region Cancer Services including cancer screening, assessment, diagnostic and treatment services, palliative care services and also administration support to Ambulatory and Community Health sites. Overview of the work area and position: The Radiation Oncology Department at the Canberra Region Cancer Centre provides comprehensive state-of-the-art radiotherapy services including external beam, High-Definition Range (HDR) brachytherapy, superficial radiation treatments and Low-Dose Rate (LDR) (seed implant) prostate brachytherapy treatment options. Radiation therapy treatment involves initial consultation with a radiation oncology staff specialist, computerised tomography simulation for localisation of the region to be treated, treatment planning and delivery of the treatment course and progress checks. The department is undertaking a program of improvements maturing systems and processes to support service delivery. The position will take a

lead role in developing the use of the ARIA Oncology Information Management System to support clinical workflow, research and information management needs of the department with the aim of achieving automated solutions, ongoing process and system improvement and overseeing application upgrades and system replacements. In addition to system performance the role is responsible for developing consistent reporting and intelligence, data items and system compliance to meet emerging strategic needs such as activity based funding, organisational redesign, service and access initiatives. To be successful in this role you will have extensive experience in managing complex organisational change and redesign projects. You will have strong stakeholder engagement skills and be able to negotiate successful outcomes across diverse groups of stakeholders. You will have a track record of identifying innovative solutions for complex problems, particularly in relation to business processes.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in Project or Change Management, and/or a health related field and project management skills. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Matthew Goldrick (02) 6174 8546 matthew.goldrick@act.gov.au

## **Population Health**

### **Health Improvement**

#### **Epidemiology**

##### **Manager- Epidemiology Section**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 35507)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 Epidemiology Section is responsible for monitoring and reporting on the health status of the ACT community. This is an opportunity for someone with well developed population health research and policy skills to join the epidemiology team in ACT Health to provide high level strategic advice and direction on population health outcomes including prevention, early intervention or chronic disease management initiatives aimed at reducing disparities in population groups.

Eligibility/Other Requirements: Desirable: Tertiary qualifications and postgraduate experience in epidemiology, health related or social research methods. 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 part-time position available at 22:05 hours per week for 12 months with the possibility of extension. The full-time salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.

Contact Officer: Hai Phung (02) 6205 2609 hai.phung@act.gov.au

## **Corporate**

### **Health Infrastructure Service**

#### **Health Infrastructure Program**

##### **UC Public Hospital Liaison Officer**

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 39645)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure

continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: Facilities Management (FM) is located at level 1, Building 1, The Canberra Hospital, Garran, Canberra. FM are responsible for facilities management services across all ACT Health properties (Acute and Non-Acute), buildings, plant and non-clinical equipment. These services include high quality and timely planned and reactive maintenance and technical trade skill repairs. The University of Canberra Public Hospital (UCPH) Liaison Officer reports to the Facilities Director and will undertake activities, as a Facilities Management representative, to support the delivery of services of the newly constructed UCPH. The UCPH Liaison Officer is responsible for ensuring alignment with UCPH facilities team, Brookfield Global Integrated Solutions (BGIS), and ACT Health Facilities Management which includes business processes, systems and plans, as well as alignment of UCPH and the ACT Health asset portfolio.

Eligibility/Other Requirements: Desirable: Must maintain tertiary qualifications in a building related discipline or a building trade qualification, and/or at least ten years of building-related project management, maintenance or service experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: The position will be for a period of 12 months with the possibility of extension. Selection may be based on application only.

Contact Officer: Chris Tarbuck (02) 6174 3186 [chris.tarbuck@act.gov.au](mailto:chris.tarbuck@act.gov.au)

## **Quality Governance and Risk**

### **Workplace Safety**

### **Workplace Safety**

#### **Assistant Director Workplace Safety**

#### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 29577)**

Gazetted: 07 December 2017

Closing Date: 21 December 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 Quality, Governance and Risk Division is the ethical centre for ACT Health, leading and co-ordinating initiatives across the directorate to ensure that ACT Health maintains a patient-centred focus that is applied first and foremost in all that is developed and delivered. This Division is the voice of quality and safety ensuring that budget demands and other efficiency requirements do not disproportionately dictate decision-making. The Quality, Governance and Risk Division has a large role in the compliance space, increasing awareness of relevant obligations and providing advice on how best they can be met, while at the same time encouraging the directorate to engage with risk appropriately. Overview of the work area and position: The Workplace Safety Unit provides strategic leadership, advice and effective coordination and implementation of work health safety (WHS) management strategies, frameworks and activities. The unit provides WHS advisory and support services and oversees the implementation of systems and processes that assist ACT Health to become a safe and accountable healthcare environment. The unit also supports the Deputy Director-General, Quality, Governance and Risk with the development and implementation of ACT Health Quality Strategy with a focus on person centred, safe and effective care.

Eligibility/Other Requirements: Desirable: Formal qualifications in Work Health and Safety (WHS) and/or substantial experience in managing WHS in a large and complex organisation will be highly regarded. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Daniel Guthrie (02) 6207 8275 [daniel.guthrie@act.gov.au](mailto:daniel.guthrie@act.gov.au)

## **Corporate**

### **Digital Solutions**

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

#### **Project Officer**

#### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 19282, several)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 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 Clinical Systems Program provides program and project management for the delivery and support of clinical systems. The program includes two streams: Patient Record Systems that provide a consolidated, shareable, patient-centric health record enabling information to be made available to the right person at the right place and time, and Clinical Decision Support Systems that provide healthcare professionals with better access to clinical research and evidence, and clinical decision-support tools to enable improvements in the quality, safety and efficiency of clinical practices; as part of a team, reporting to the Program Manager of Clinical Systems, the Project Officer will perform project team duties relevant to Clinical IT System projects in the Digital Solutions Division.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Previous experience of project implementation within a clinical setting; experience in data analysis and Information and Communication Technology (ICT) systems used within a healthcare setting. 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: There are several temporary positions available for six months until 30 June 2018. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Sandra Millett (02) 6205 1130 [sandra.millett@act.gov.au](mailto:sandra.millett@act.gov.au)

## **Canberra Hospital and Health Services**

### **Surgery and Oral Health**

#### **Surgical Wards**

#### **Diabetes Clinical Nurse Consultant**

#### **Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 39719)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 ACT Health Diabetes Service is a multidisciplinary team comprising medical, nursing and allied health professionals. The service provides a coordinated and integrated service between the Canberra Hospital and various community based locations within the ACT. The service provides diabetes care and treatment across the continuum for pre-diabetes, children, adolescents and adults, women during pregnancy, Type 1 and Type 2 diabetes. This nursing role requires the ability to provide appropriate skilled clinical assessment and intervention for clients with diabetes across ACT Health Campuses. The Diabetes Nurse will be responsible professionally to the Senior Nurse Clinician of the ACT Health Diabetes Service.

Eligibility/Other Requirements: Mandatory: Be registered as a Registered Nurse with the Australian Health Practitioner Regulation Agency (APHRA) and a Current driver's licence.

Desirable: Post-graduate qualifications from a university or tertiary institution in Diabetes Education; Australian Diabetes Educators Association (ADEA) credentialed diabetes educator or is working towards a post-graduate certificate in Diabetes Education. 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 a period of six months with the possibility of extension for up to two years.

Contact Officer: Marilyn Hines (02) 6174 5117 marilyn.hines@act.gov.au

## **Corporate**

### **Health Infrastructure Services**

#### **Health Infrastructure Service Recurrent**

##### **Project Officer**

##### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39646)**

Gazetted: 07 December 2017

Closing Date: 14 December 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 (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Health Infrastructure Services (HIS) is responsible for the project delivery, maintenance and asset management of ACT Health's property portfolio. Overview of the work area and position: This position will report to the Senior Manager and undertake activities to support the delivery of ACT Health Capital Works projects by Health Infrastructure Services (HIS). The Project Officer will be responsible for managing a number of ACT Health projects, ensuring that they are delivered on time and within budget, whilst minimising any delays and reductions in the services offered across the various ACT Health Facilities. Accurate project reporting is vital, with monthly finance and program updates required to ensure that key projects milestones and performance indicators are met. The Project Officer will be required to engage with stakeholders and manage stakeholders' expectations to deliver agreed project outcomes. When relevant, the position will utilise processes and strategies utilised by Health Infrastructure Services to facilitate quality, integrated and efficient service delivery.

Eligibility/Other Requirements: Desirable: Tertiary qualifications in Project Management or a building related discipline or a Building Trade qualification, and/or at least five years of building related project management

experience and qualifications in Government procurement. 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 12 months with the possibility of extension.

Contact Officer: John Kilday (02) 6174 8033 john.kilday@act.gov.au

## **Corporate**

### **Strategic Finance**

#### **Strategic Finance Executive**

##### **Strategic Finance Executive Officer**

###### **Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16784)**

Gazetted: 07 December 2017

Closing Date: 14 December 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Corporate Division provides ACT Health wide non-clinical strategic and operational services and is critical to the effective provision of health services. The Corporate Division consists of the following Branches: Business Support Services; Digital Solutions Division; Health Infrastructure Services and Strategic Finance. The Division provides corporate business services, maintains critical information, and physical and technological infrastructure for the ACT's public hospitals and health services. The Division also administers ACT Health's contract for the provision of Public Hospital services by Calvary Health Care ACT at Bruce and at Clare Holland House. Overview of the work area and position: The Strategic Finance Branch is responsible for providing strategic financial leadership within a devolved financial model. The Strategic Finance Branch undertakes the Corporate financial functions including the coordination of Directorate level budget development and statutory financial and performance reporting together with financial policy development. The Strategic Finance Branch's Finance Managers assist managers throughout ACT Health with their financial responsibilities. This position is responsible for providing high level confidential administrative and management support to the office of the Chief Finance Officer. This includes co-ordination of activities undertaken within the Executive Office, with supervision on day-to-day activities of all staff within the executive office and direct management of the Personal Assistants.

Eligibility/Other Requirements: Desirable: Previous experience in provision of administrative support to an executive and coordination in a health services environment and knowledge of Hewlett Packard Records Manager (HPRM) (formerly known as TRIM). Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Sallyanne Pini (02) 6205 4689 sallyanne.pini@act.gov.au

## **Justice and Community Safety**

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

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

### **ACT Corrective Services**

#### **Corporate Services**

##### **Business Services Unit, Procurement and Contracts**

###### **Finance Coordinator**

###### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 23637)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: ACT Corrective Services (ACTCS) is seeking expressions of interest from experienced and motivated professionals to join the Procurement and Contracts team as the Finance Coordinator. The successful applicant will assist in the development, delivery and management of contracts and procurements and provide sound procurement and contract management advice and support to ACTCS. You will also identify and manage procurement and contracts, including open and effective competition and whole of life costs. Further to this, you

will develop and maintain a procurement and contracts compliance framework, including reporting against key performance indicators (KPI's), contract health checks, ensuring governance on process and approvals and maintaining administrative records. In addition, you will assist in the development and maintenance of procurement and contract management related documents. To be successful, you will be required to demonstrate exceptional communication and interpersonal skills and build and maintain productive working relationships with staff and internal and external stakeholders.

Eligibility/ Other Requirements: Educational and professional qualifications checks and /or police check will be undertaken prior to employment; a Certificate IV in Government (Procurement and Contracting); Advanced Diploma of Government (Procurement and Contracting), or relevant tertiary qualifications (e.g. Law, Commerce, Business Administration or Public Policy or Management) would be an advantage.

Note: This is a temporary position available for a period of 18 months with the possibility of extension.

How to apply: 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: Kate Walton (02) 6207 0438 kate.walton@act.gov.au

### **ACT Courts and Tribunal**

#### **Corporate and Strategic Services**

#### **Corporate Information and Systems**

#### **Business Analyst**

#### **Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 32097)**

Gazetted: 01 December 2017

Closing Date: 8 December 2017

Details: The ACT Courts and Tribunal is currently seeking applications from suitably experienced candidates to perform in the role of Business Analyst. The successful applicant will work under limited direction and be accountable for undertaking a range of moderately complex to complex procedural, system based and administrative activity. You will be required to conduct investigations, undertake specialist or technical research and analysis activities, or provide professional advice based on systems knowledge, policy and legislation. You will be someone who is able to juggle multiple issues at the same time. You will be responsible for guiding the Courts and Tribunal through multiple pieces of work and continue to streamline and improve processes along the way.

Eligibility/Other Requirements: Business analysis qualification and/or two years of relevant technical experience would be highly regarded.

Note: This is a temporary position available until 31 October 2018.

Contact Officer: Jacinta Smith (02) 6207 1427 jacinta.smith@courts.act.gov.au

### **Public Trustee and Guardian**

#### **Office Services Unit**

#### **Administration/IT Officer**

#### **Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 39693)**

Gazetted: 04 December 2017

Closing Date: 11 December 2017

Details: The Public Trustee and Guardian is an independent ACT Territory authority providing professional guardianship, financial management and trustee related services. We have a vacancy for a motivated and well organised person to undertake the role of Administration/IT Officer with in our Office Services Unit. The successful applicant's responsibility will include a range of administrative functions that consist of the administration of Unclaimed Monies including processing claims and payments, communicating with stakeholders and reconciliation of the Unclaimed Monies Trust account. In addition the successful application will provide administrative assistance in the management of PTG's in-house IT resources.

Eligibility/Other Requirements: Current driver's licence. 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: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au



## Legislation, Policy and Programs

### Justice Planning and Safety Programs

#### Manager

#### Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 42649)

Gazetted: 01 December 2017

Closing Date: 15 December 2017

Details: Legislation, Policy and Programs is seeking a highly motivated person to manage the Social Justice team within Justice Planning and Safety Programs. The team is responsible for progressing justice policy and reform work in relation to Aboriginal and Torres Strait Islander justice processes and programs. The team has a key role in driving the Government's justice reform agenda to reduce crime, increase public safety and strengthen communities. It also advises on and develops policy and programs in relation to all aspects of the justice system and its administration. The successful candidate will be involved in working on a wide range of issues. These could include assisting to; develop innovative justice responses; coordinate strategies that invoke a whole of government and community approach to identify and respond to priority crime and safety concerns; and, developing policies and programs related to Aboriginal and Torres Strait Islander people. Important functions of the positions include being able to successfully promote positive relationships with key stakeholders, write for different government and community audiences and manage contracts. The successful applicant will require an in depth understanding of the issues faced by Aboriginal and Torres Strait Islander people and have experience developing/delivering services for the Aboriginal and Torres Strait Islander community.

Eligibility/Other Requirements: Relevant justice related tertiary qualifications, or significant study towards gaining qualifications, or experience within a justice related environment would be desirable. In depth understanding of the issues faced by Aboriginal and Torres Strait Islander people and experience developing/delivering services for the Aboriginal and Torres Strait Islander community. 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 a period of six months with the possibility of extension. This is a designated position in accordance with s42, *Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested. Interested applicants should provide a supporting statement of no more than two pages outlining their practical experience against the selection criteria. Applicants should also provide an up to date copy of their resume with the names and contact details of two referees.

Contact Officer: Oliver Kickett (02) 6207 7483 [oliver.kickett@act.gov.au](mailto:oliver.kickett@act.gov.au)

## Strategic Finance

### Senior Management Accountant

#### Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 29265)

Gazetted: 30 November 2017

Closing Date: 7 December 2017

Details: Strategic Finance Unit provides budgeting and financial reporting advice to internal and external clients and stakeholders including the Ministers, agencies within the Directorate's portfolio, senior management and Executives. The unit undertakes strategic financial management, budget preparation and performance, and financial accounting. The unit is responsible for the analysis of current and emerging economic and financial issues, assisting in the development of the Directorate's budget strategy and specific budget proposals, providing advice on financial performance and trends, and assisting managers with business specific financial needs. Strategic Finance also undertake day-to-day accounting, management reporting and analysis on capital and operating expenditure, performance indicator reporting, and other reporting activities to meet the needs of agencies and external reporting obligations.

Eligibility/Other Requirements: Relevant experience and accounting qualifications or significant progress towards these is highly desirable

Note: This is a temporary position available for up to six months with the possibility of extension. Interested applicants should provide an expression of interest for the role of no more than two pages, detailing relevant experience and their motivation for the role. A current curriculum vitae should also be provided. All enquiries regarding the role can be directed to the Contact Officer.

Contact Officer: Mon Chan (02) 620 70509 [mon.chan@act.gov.au](mailto:mon.chan@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)

#### City Services

##### Libraries ACT

##### Public Libraries

##### Branch Coordinator

##### **Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 37653, several)**

Gazetted: 05 December 2017

Closing Date: 20 December 2017

Details: This is a role for an excellent people manager to join a group of leaders and assist in building one Libraries ACT team. You will be flexible in your approach as not only will you be responsible for managing your own team, you will sometimes find yourself covering other teams of differing sizes. You will juggle the day to day operations and strategies within a branch whilst ensuring that your staff meet the needs of the varied clientele, focused continuously on optimum consistent service delivery. Your confident and innovative approach will be advantageous. An influential nature will ensure you manage the challenges that come with driving cultural change. Your love of books and reading is an absolute must. What you will be, however, is: Strategic but with a hands-on approach, you are a doer; a solid advocate, knowing how to align services, functions and operations to the overall business plan; service delivery focused with a genuine sense of "community"; a campaigner for change, knowing how to bring a team on the ride through your compelling engagement with people; detailed, in fact, so much so, it could be your middle name; flexible and adaptable, every day will be different; confident with technology; confident in delivering programmes to a variety of audiences and a proven team player.

Eligibility/Other Requirements: Formal leadership, operations, customer service or retail management. Some knowledge of government policy and/or libraries would be advantageous. Your practical approach and demonstrated capability will need to be evidenced for you to be considered for this unique opportunity. This position is mobile and position holders will routinely move between branches after set periods, i.e. on an annual or bi-annual basis, as determined by the Libraries ACT. In addition to the above, willingness to work at any Libraries ACT location, and on occasion at short notice. Libraries ACT operate seven days a week and so this position requires working weekday and weekend shifts at any Libraries ACT location. Willingness to wear a uniform and abide by the dress code. Ability to meet the physical requirements of this role. Familiarity with standard Information and Communication Technology (ICT) and social media.

Note: Permanency in this position is subject to a satisfactory outcome of a probationary period as well as security clearance, health check, and resilience assessments.

Candidates selected for interview are required to undertake a short survey prior to interview that provides feedback to the panel on the candidate's judgement.

Contact Officer: Melina Gannon (02) 6207 5721 [melina.gannon@act.gov.au](mailto:melina.gannon@act.gov.au)

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

#### City Services

##### Libraries ACT

##### Public Libraries

##### Operations Manager

##### **Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 34360, expected)**

Gazetted: 30 November 2017

Closing Date: 15 December 2017

Details: Libraries ACT is seeking a motivated senior Operations Manager who will take a lead role in strategic planning and operational problem solving, as well as in mentoring and developing staff. The position is performance-driven and has a strong customer focus. The successful candidate will be a practical and innovative thinker, and have excellent demonstrated people management, change management, communication and leadership skills. The Operations Manager oversees all nine branches and provides input into the Libraries ACT

strategic direction. The ability to anticipate and analyse trends, along with a strong knowledge of emerging technology are a must.

Eligibility/Other Requirements: Appropriate tertiary qualifications in Business, Project Management, Human Resources and/or a related discipline are essential. Extensive experience and skills in managing at a senior level within government-funded service organisations. Recognised tertiary qualifications in Library and Information studies (as defined by ALIA), or a related discipline are desirable.

Note: Permanency in this position is subject to a satisfactory outcome of a probationary period as well as security clearance, health check, and resilience assessments. Candidates selected for interview are required to undertake a short survey prior to interview that provides feedback to the panel on the candidate's judgement. Libraries ACT operate seven days a week and so this position requires occasional working at weekends and evenings at any Libraries ACT location. The successful applicant will commence in January 2018.

Contact Officer: Vanessa Little (02) 6207 5002 [vanessa.little@act.gov.au](mailto:vanessa.little@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.

**Chief Operating Officers Group  
Innovation and Customer Experience  
Innovation, Data and Analytics  
Business Analyst**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39433)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: An exciting opportunity exists for an accomplished and motivated Business Analyst at the Senior Officer Grade C level to join the Innovation, Data and Analytics Team. The successful applicant will analyse systems, engage with stakeholders to define business requirements and identify policies and processes across business units to understand the change impacts of implementing an Asset Management System.

Eligibility/Other Requirements: Must be a permanent resident of Australia; tertiary qualifications in a relevant discipline and/or demonstrated experience in delivering effective business analysis in transformative programs; familiarity with spatial information system management practices; experience working within diverse technology environments; minimum five years experience in business analysis, data analysis, program and project leadership, or change management.

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

Contact Officer: Shantha Siva (02) 6205 3875 [shantha.siva@act.gov.au](mailto:shantha.siva@act.gov.au)

**Transport Canberra  
Transport Canberra Operations  
System Project Management  
Project Administrator**

**Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38798)**

Gazetted: 05 December 2017

Closing Date: 12 December 2017

Details: Transport Canberra Operations is responsible for implementing and management of transport and passenger systems including the MyWay smartcard ticketing and Real Time passenger information systems to improve access to public transport modes and are seeking a highly motivated individual to work under the broad direction of the Systems Project Manager. The successful candidate will be required to exercise a reasonable amount of self leadership and management and also be required to provide feedback office support for the Nxtbus real time passenger information system, MyWay smartcard ticketing system and other related public transport systems.

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 written application and referee reports only.

Contact Officer: Paul Skidmore (02) 6207 7582 [paul.skidmore@act.gov.au](mailto:paul.skidmore@act.gov.au)

**City Renewal Authority**

**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)**

**Project Officer**

**Infrastructure Officer 2/Infrastructure Officer 3 \$79,919 - \$110,536, Canberra (PN: 39704)**

Gazetted: 30 November 2017

Closing Date: 14 December 2017

Details: The City Renewal Authority is looking for a Design Project Officer to join the Design and Place Strategy team. The successful applicant will have the demonstrated ability to manage and deliver planning, design, construction and/or place making projects. They will have well-developed communication (including written, graphic and oral skills), negotiation and representation skills.

Eligibility/Other Requirements: Highly desirable to have professional qualifications in a design related field such as Planning, Landscape Architecture, or Architecture.

Note: This is a temporary position available for a period of up to six months with the possibility of extension and/or permanency. This position may be filled at either an Infrastructure Officer 2 or Infrastructure Officer 3 dependent on the experience and qualifications of the successful applicant.

Contact Officer: Caitlin Bladin (02) 6205 4393 [caitlin.bladin@actgov.au](mailto:caitlin.bladin@actgov.au)

**APPOINTMENTS**

**ACT Audit Office**

**Audit Band 2 - Audit Manager \$\$103,575 - \$111,677**

Erika Hudleston 853-58545, Section 68(1), 6 December 2017

**Chief Minister, Treasury and Economic Development**

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

Julie Baker 843-52301, Section 68(1), 7 December 2017

**Senior Officer Grade A \$\$137,415**

Susan Louise Hanns 814-83947, Section 68(1), 4 December 2017

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

Stacey Matthews 844-01476, Section 68(1), 7 December 2017

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

Michele Parer 853-66115, Section 68(1), 3 January 2018

**Community Services**

**Health Professional Level 1 \$\$57,941 - \$73,823**

Sarah Ashcroft 853-74115, Section 68(1), 29 November 2017

**Health Professional Level 1 \$\$57,941 - \$73,823**

Mervyn Chappell 853-74107, Section 68(1), 29 November 2017

**Health Professional Level 1 \$\$57,941 - \$73,823**

Emma Goodwin 844-03420, Section 68(1), 29 November 2017

**Health Professional Level 1 \$\$57,941 - \$73,823**

Amy Jordaan 853-74131, Section 68(1), 29 November 2017

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

Donna Pearce 853-74465, Section 68(1), 27 November 2017

**Health Professional Level 1 \$57,941 - \$73,823**

Lucy Catherine Whyte 853-74553, Section 68(1), 29 November 2017

**Health Professional Level 1 \$57,941 - \$73,823**

Julian Wong 853-60610, Section 68(1), 29 November 2017

**Environment, Planning and Sustainable Development**

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

Trent Varlow 844-74608, Section 68(1), 30 November 2017

**Health**

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

Cameron Blaseotto 853-51327, Section 68(1), 30 November 2017

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

Paul Davies 847-00484, Section 68(1), 4 December 2017

**Research Officer Grade 2 \$66,656 - \$72,175**

Julijana Jakovceska 847-00329, Section 68(1), 4 December 2017

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

Merryn Jelbart 853-74641, Section 68(1), 3 January 2018

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

Wendy Keeley 848-83604, Section 68(1), 28 December 2017

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

Cara Lukins 847-02770, Section 68(1), 28 December 2017

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

Nimmy Philip 845-01821, Section 68(1), 30 November 2017

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

Scott Ryan 853-62456, Section 68(1), 18 December 2017

**Research Officer Grade 2 \$66,656 - \$72,175**

Don Samaranayake 845-22403, Section 68(1), 30 November 2017

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

Rachel Sharwood 853-74828, Section 68(1), 4 December 2017

**Technical Officer Level 2 \$59,230 - \$67,825**

Michael Tilovski 853-74625, Section 68(1), 30 November 2017

**Research Officer Grade 2 \$66,656 - \$72,175**

Kavitha Velusamy 844-32141, Section 68(1), 30 November 2017

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

Susan Ward 853-70691, Section 68(1), 12 February 2018

**Transport Canberra and City Services**

**Senior Officer Grade A \$137,415**

Selvaraaju Murugesan 853-41487, Section 68(1), 6 December 2017

**TRANSFERS**

**Chief Minister, Treasury and Economic Development**

**James Brown: 846-97377**

From: Information Technology Officer Class 2 \$91,356

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14336) (Gazetted 23 October 2017)

**Office of the Legislative Assembly**

**Brianna McGill: 817-45599**

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

Office of the Legislative Assembly

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

Office of the Legislative Assembly, Canberra (PN00256) (Gazette 11 August 2017)

**PROMOTIONS**

**Chief Minister, Treasury and Economic Development**

**Finance and Business Division**

**Jessica Caldwell: 853-54894**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 55330) (Gazetted 29 August 2017)

**Shared Services**

**Finance and Payroll**

**Finance Reporting**

**Hoang Nguyen: 799-90405**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 11255) (Gazetted 29 August 2017)

**Shared Services**

**Partnership Services**

**Commercial Services – Record Services**

**Heather Reid: 545-61540**

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

Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Chief Minister, Treasury and Economic Development, Canberra (PN. 39216) (Gazetted 8 September 2017)

**Shared Services**

**Finance and Payroll**

**Finance Reporting**

**Thien Khiem Tran: 821-26204**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 13238) (Gazetted 29 August 2017)

**Shared Services**

**Finance and Payroll**

**Finance Reporting**

**Ye Zhang: 786-89370**

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 12775) (Gazetted 29 August 2017)

**Community Services**

**Housing ACT**

**Tenancy Operations**

**Tammi Dorice Walton: 853-45007**

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

Community Services

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

Community Services, Canberra (PN. 26174) (Gazetted 1 December 2017)

**Education**

**Office for Schools**

**North Canberra and Gungahlin Network**

**Ngunnawal Primary School**

**Karrina Patterson: 817-51446**

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

Education

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

Education, Canberra (PN. 37817) (Gazetted 1 November 2017)

**Health**

**Canberra Hospital and Health Services**

**Medicine**

**Resources**

**Madeleine Neill: 845-21590**

From: Health Professional Level 1 \$57,941 - \$73,823

Health

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

Health, Canberra (PN. 37800) (Gazetted 17 November 2016)

**Corporate**

**Strategic Finance**

**Capital Finance**

**Sheng Zhang: 853-64419**

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

Health

To: †Senior Officer Grade A \$137,415

Health, Canberra (PN. 30760) (Gazetted 7 September 2017)

**Canberra Hospital and Health**

**Maya Zwikael: 827-26402**

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

Health

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

Health, Canberra (PN. 18436) (Gazetted 12 October 2017)

**Justice and Community Safety**

**ACT Corrective Services**

**Custodial Operations**

**David Brown: 848-84658**

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

Health

To: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety, Canberra (PN. 39675) (Gazetted 2 June 2017)

**ACT Law Courts and Tribunal**

**Magistrates Court**

**Registry Operations – Civil Unit**

**Nicholas Cannon: 844-84961**

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. 39623) (Gazetted 3 March 2017)

**ACT Law Courts and Tribunal**

**Magistrates Court**

**Registry Operations – Civil Unit**

**Stacey Hughes: 816-79237**

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. 02119) (Gazetted 3 March 2017)

**ACT Corrective Services**

**Custodial Operations**

**Christopher McEvoy: 836-08184**

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

Justice and Community Safety

To: Correctional Officer Class 1 \$60,694 - \$72,377

Justice and Community Safety, Canberra (PN. 39683) (Gazetted 2 June 2017)

**ACT Law Courts and Tribunal**

**Magistrates Court**

**Registry Operations – Civil Unit**

**Matthew Luke Spicer: 848-76455**



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. 43644) (Gazetted 3 March 2017)

**ACT Corrective Services**

**Executive Support and Governance**

**Ximena Nikias: 817-44721**

From: Senior Officer Grade B \$118,319 - \$133,197  
Justice and Community Safety  
To: Senior Officer Grade A \$137,415  
Justice and Community Safety, Canberra (PN. 37993) (Gazetted 22 September 2017)

**Transport Canberra and City Services**

**City Services**

**Birrigai**

**Catherine Ellis: 835-92303**

From: Administrative Services Officer Class 2/3 \$52,991 - \$64,616  
Canberra Institute of Technology  
To: †Administrative Services Officer Class 6 \$79,824 - \$91,356  
Transport Canberra and City Services, Canberra (PN. 38170) (Gazetted 3 February 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.

**Chief Operating Officer Group**

**People and Capability**

**Organisational Development**

**Jillian Leigh Reay-Smith: 799-94449**

From: Administrative Services Officer Class 5 \$74,081 - \$78,415  
Transport Canberra and City Services  
To: Administrative Services Officer Class 6 \$79,824 - \$91,356  
Transport Canberra and City Services, Canberra (PN. 39530) (Gazetted 14 November 2017)