



ACT Government Gazette

Gazetted Notices for the week beginning 29 March 2018

VACANCIES

Canberra Institute of Technology

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

CIT Technology and Design

ICT and Library Studies

Laboratory Manager

Technical Officer Level 4 \$79,824 - \$91,356, Canberra (PN: 39601)

Gazetted: 29 March 2018

Closing Date: 5 April 2018

Details: Work independently with limited supervision while maintaining the Centres' specialist teaching areas as well as the flexible learning Centres. Diagnose/analyse and provide suitable solutions to issues in the specialist teaching areas. Undertake complex building, installation, testing and maintenance tasks to support the Information Technology (IT) specialist teaching areas, work with outside contractors and service providers. Undertake the procurement and maintenance of the specialist teaching equipment in accordance with Canberra Institute of Technology (CIT) policies and actively monitor and review the ongoing operation of the specialist teaching equipment areas and recommend appropriate actions to the Centre's management team. 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: Diploma of Information Technology or higher. Minimum two years' experience maintaining a technical environment is desirable. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

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

How to Apply: Applicants to submit one page, maximum two pages outlining skills and attributes together with current Curriculum Vitae.

Contact Officer: Jillian Patton (02) 6207 3391 jillian.patton@cit.edu.au

CIT Student and Academic Services

CIT Education Services

Programs Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 54925)

Gazetted: 29 March 2018

Closing Date:

Details: The Canberra institute of Technology (CIT) Education Services requires an experience Vocational Education and Training (VET) professional who is able to manage a small technical team with responsibility for: program development including building programs on Banner (CIT's Student Information Management System); accreditation to meet national regulations; accurate record management; quality assurance of program marketing material; managing and training staff; and contributing to Institute and Division strategic and operational plans.

CIT is committed to building an inclusive workplace through a culturally diverse workforce. 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: You will need demonstrated management experience; detailed knowledge of and experience with VET, higher education and Year 12 accreditation, program approvals, regulations and education compliance to meet national, local and CIT requirements; strong communication and teamwork skills; and ability to model the CIT cultural traits.

Note: This is a temporary position available until 7 August 2019 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, & Section 20 – Direct promotion – general and CIT Enterprise Agreements.' Selection may be based on application and referee reports only.

Contact Officer: Sandra Duchnaj (02) 6205 7465 sandra.duchnaj@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Infrastructure Finance and Capital Works

Civil Infrastructure

Support Senior Manager

Infrastructure Manager/Specialist 1 \$153,082, Canberra (PN: 24800)

Gazetted: 29 March 2018

Closing Date: 12 April 2018

Details: Infrastructure Finance and Capital Works facilitates the procurement of over \$600 million of capital works on behalf of the ACT Government agencies; prepares tenders and contracts; project manages works; develops, implements and provides advice on procurement policy and processes; maintains the Government's Contracts Register; administers the Government's prequalification and Work Health and Safety Active Certification schemes; and delivers Government capital works and infrastructure projects. The position of Support Senior Manager, Civil Infrastructure branch, is responsible for managing all project assignments within the team and maintaining and managing business standards. The Support Senior Manager may be required to Act on behalf of Infrastructure Finance and Capital Works (IFCW) to provide expert advice and direction on procurement, project development and delivery. Support management of feasibility, design and other investigations on behalf of IFCW. This is a significantly important role that engages across the community and provides the opportunity to truly make a difference across the ACT.

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

How to apply: interested candidates should submit an application (addressing the selection criteria), contact details of at least two referees and a current curriculum vitae. Applications should be sent to the contact officer.

Contact Officer: Darren Smith (02) 62077431 Darren.Smith@act.gov.au

Policy and Cabinet

Cabinet and Coordination

Senior Manager, Cabinet

Senior Officer Grade A \$137,415, Canberra (PN: 04828)

Gazetted: 04 April 2018

Closing Date: 11 April 2018

Details: Policy and Cabinet is on the hunt for a Senior Manager to head up its Cabinet and Coordination team. The work of the Cabinet and Coordination team is extensive and diverse. The Senior Manager is required to lead teams responsible for: Providing whole of government coordination and secretariat services; Manage, coordinate and monitor Cabinet and Assembly business; Evaluate and report on progress against election commitments and parliamentary agreements. You'll need to be confident, motivated and with extensive leadership experience to lead a diverse team and be able to get your head across issues on the run. But remember, you'll be lucky enough to have a great team who know their business really well. The Senior Manager will also be responsible for: Overseeing the smooth functioning of Cabinet processes, including forward planning, final approval of Cabinet documents for lodgement, provision of ongoing advice as well as formal training on Cabinet processes, and support to decision makers in relation to freedom of information requests; oversees the efficient passage of

Government business in the Legislative Assembly; provides advice to ministers' offices and officials on Cabinet related matters; leads and manages a team; coordinates a number of whole of government tasks.

Contact Officer: Ash Balaretnaraja (02) 6207 5282 ash.balaretnaraja@act.gov.au

Enterprise

Events ACT

Group Manager, Event Delivery

Senior Officer Grade A \$137,415, Canberra (PN: 11728)

Gazetted: 04 April 2018

Closing Date: 23 April 2018

Details: Events ACT is seeking an experienced, professional and highly motivated individual to take on a new and exciting opportunity to lead and manage its major and community event activities, including existing major events Floriade and Enlighten. You will oversee the implementation of the 2025 Major Events Strategy for the ACT and as a representative of the Senior Management Team you will actively contribute to strategic planning and business planning activities for events and tourism in Canberra. You will work collaboratively across tourism and events, and the broader Enterprise Canberra division to provide high level advice and support. You will have astute business and commercial acumen and will thrive in a fast paced and dynamic work environment. A key strength will be your excellent interpersonal skills and commitment to developing and maintaining excellent internal and external working relationships. Working with the Director to lead, develop and sustain a positive workplace culture that contributes to the delivery of high quality outcomes. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Jo Verden (02) 6205 0554 jo.verden@act.gov.au

Workplace Safety and Industrial Relations

Public Sector Workforce Health

Technical Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40317)

Gazetted: 03 April 2018

Closing Date: 15 April 2018

Details: The Workplace Safety and Industrial Relations Division is seeking an experienced injury prevention and management professional to develop and lead initiatives that will improve the ACT public sector's capacity to prevent work injury and to reduce the impact of injuries if they do unfortunately occur. 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.

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

Contact Officer: Mikaela Turner (02) 6207 7192 mikaela.turner@act.gov.au

Workplace Safety and Industrial Relations Division

Injury Management

Principal Advisor - Employer Liability

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37457)

Gazetted: 29 March 2018

Closing Date: 12 April 2018

Details: The Injury Management Team is seeking an enthusiastic and motivated individual to fill the position of Principal Advisor – Employer Liability. This role will act as the central point of contact between the ACT Government and claims managers (insurer) for claims involving liability disputes or related legal involvement. With significant and recent experience in workers' compensation and injury management, the successful applicant will work collaboratively with the rehabilitation case management team, managers and Human Resource (HR) practitioners across the ACT Public Service in supporting, mentoring and coaching staff to advance their understanding of the technical and legal processes impacting on claims. This position plays a critical role in the Injury Management Senior Leadership Team, working with other senior managers to contribute to service delivery,

a focus on quality and solution creation. The successful applicant will possess strong communication and interpersonal skills, whilst also being a strategic thinker with strong analytical abilities. The successful applicant will be required to operate with a strong regard for legislative and policy requirements and with the ability to communicate these requirements to a variety of stakeholders. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: Experience in the management and analysis of workers' compensation claims and providing advice on their effective management is essential.

Note: This is a temporary position available until 28 May 2019 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only.

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

Shared Services

Shared Services ICT

Business Application Management, ICT CIT

Deputy ICT Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 37904)

Gazetted: 29 March 2018

Closing Date: 5 April 2018

Details: The successful applicant will be required to lead and coordinate the provision of Information Communication Technology (ICT) Operational Services including: actioning, authorising and monitoring of service requests, logistics planning/management of: refresh, audits and equipment moves. Initiate research and direct investigations in a number of specialist and complex ICT services and provide high level advice to relevant stakeholders. Co-ordinate the development of objectives and strategies for meeting and integrating long-term information technology requirements, engage in managing and leading large scale computer systems projects and associated activities. Provide effective incident management and resolution support for Directorate based operational issues.

Note: This is a temporary position available for up to six months with the possibility of extension. This position is available to ACT Public Service employees only.

How to Apply: Potential candidates should supply a brief Curriculum Vitae of no more than three pages, contact details of at least two referees and a single page outlining why they are the best person for the job. It is highly recommended that you speak to the contact officer to obtain additional information about the role and your application.

Contact Officer: Deepansh Kwatra (02) 6205 2813 deepansh.kwatra@cit.edu.au

Policy and Cabinet

Territory Records Office

Deputy Director

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40146)

Gazetted: 03 April 2018

Closing Date: 17 April 2018

Details: The Territory Records Office is seeking a strategic information governance professional to fill the new role of Deputy Director of Territory Records. The Deputy Director will work closely with the Director of Territory Records to provide policy and strategic advice to the ACT Public Service on records, information and data governance. The Director and Deputy Director lead a small team providing advice and services to the ACTPS records and information management community, and delivering both traditional and innovative programs to connect the community with government archives. To fill the role you'll need a strong understanding of archives, records and information management principles in a whole of government, digital context. You'll be an excellent communicator who can translate high level strategy into concrete action. You'll also be able to work flexibly and collaboratively in a small team to deliver high quality customer service and effective, on-time projects.

Eligibility/Other Requirements: Tertiary qualifications in Archives, Records and Information Management or related disciplines are highly desirable. So is a passion for supporting efficient, effective and accountable government through fit-for-purpose solutions to information governance problems.

Contact Officer: Dani Wickman (02) 6207 0194 dani.wickman@act.gov.au

Workforce Capability and Governance

Public Sector Management

Workforce Strategies

Senior Manager, Workforce Strategies

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 18276)

Gazetted: 29 March 2018

Closing Date: 5 April 2018

Details: The Workforce Capability and Governance Division within Chief Minister, Treasury and Economic Development (CMTEDD) provides strategic advice to the ACT Government on public sector employment; provides workforce planning and strategic support to the public sector agencies; supports the Head of Service, the Strategic Board and its sub-committees; and supports good governance in the public sector by developing effective policy, legislative and industrial frameworks. The Public Sector Management Group provides a central agency policy and advisory role for ACT public sector employment. As Senior Manager, Workforce Strategies, you will lead the team responsible for the development and implementation of whole of government workforce strategies to deliver a modern agile, responsive and innovative ACT Public Service. You will play a key role in the branch leadership team and develop and coordinate the implementation of projects that will provide strategic direction and leadership on issues including: improving workplace culture, workforce planning, performance development, recruitment and attraction and retention.

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

Contact Officer: Denise Ernst (02) 6207 5995 denise.ernst@act.gov.au

Revenue Management Division

ACT Valuation Office

Senior Valuer

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38423, several)

Gazetted: 04 April 2018

Closing Date: 23 April 2018

The ACT Valuation Office (ACTVO) provides valuation and advisory services to the ACT Government. We are seeking two experienced and credentialed senior valuers who can demonstrate leadership in technical valuation work and/or management. You will have strong industry networks and be able to represent the ACTVO at external forums and within government. You will champion improvement in workplace and systems efficiency and strongly support team members. Ideally, you will have a thorough knowledge of working within government, an ability to adapt quickly to change and a positive attitude. We will support your development by offering opportunities to maintain your valuation skillsets, develop relationships with other sectors of government and lead small projects. 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 people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Carlo King (02) 6205 4863 carlo.king@act.gov.au

Workplace Safety and Industrial Relations

Regulatory Policy

Workplace Relations

Manager, Workplace Relations

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38428)

Gazetted: 04 April 2018

Closing Date: 18 April 2018

Details: The Workplace Safety and Industrial Relations Division is seeking an experienced manager/senior policy officer to coordinate and deliver the various workplace relations initiatives overseen by the Regulatory Policy Branch. This role is a unique opportunity for an experienced policy officer who wants to be challenged by a busy and dynamic work environment, and who is driven to deliver tangible results. The successful candidate will have demonstrated abilities to deliver policy and legislative reform projects, effectively communicate with influence verbally and in writing and build and maintain strong working relationships with internal and external stakeholders.

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

Contact Officer: Bill Smith (02) 6205 0917 bill.smith@act.gov.au

Shared Services

Business Application Management (BAM)

Shared Services ICT

Application Administrator

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34457)

Gazetted: 04 April 2018

Closing Date: 20 April 2018

Details: We seek a technically skilled person to work in a team providing second and third level application support to a range of ACT Health Clinical Applications. The person will have extensive experience in Microsoft SQL and in programming and scripting languages such as JavaScript. The person will have good customer liaison skills and will be experienced in incident management. Experience in the use of Information Technology Infrastructure Library (ITIL) change and release processes or a comparable methodology would be advantageous. Knowledge of ACT Health Clinical Applications and the ACT Government Information and Communication Technology (ICT) environment would be advantageous but is not essential. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

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

Contact Officer: Mick Hassan (02) 6205 0208 mick.hassan@act.gov.au

Revenue Management Division

ACT Valuation Office

Valuer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 34329, several)

Gazetted: 04 April 2018

Closing Date: 23 April 2018

Details: The ACT Valuation Office (ACTVO) provides valuation and advisory services to the ACT Government. We are seeking two experienced and credentialed valuers who can demonstrate a good understanding of valuing real estate in the ACT. It is a position that will support your development by offering you an opportunity to hone your valuation skills with exposure to a diverse range of property types. You will require a thorough knowledge of working within government, an ability to adapt quickly to change and a positive attitude. 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 people, people with disability and those who identify as LGBTIQ are encouraged to apply.

Contact Officer: Carlo King (02) 6205 4863 carlo.king@act.gov.au

Shared Services

Strategic Business Branch

Portfolio Governance

Change and Communications Specialist

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 05401)

Gazetted: 04 April 2018

Closing Date: 18 April 2018

Details: The Strategic Business Branch is seeking a motivated Change and Communications Specialist to join a newly formed and growing team. The successful candidate will lead change and communications activities, related to programs and projects undertaken by Shared Services Information Communication Technology (ICT), and support business improvement. The occupant of this role will be required to develop and implement strategies for organisational change, and work closely with Program and Project Managers to develop and deliver targeted

change and communication collateral. The successful candidate will also develop and maintain effective relationships with key project stakeholders.

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

Contact Officer: Jane Duncan (02) 6207 7699 jane.duncan@act.gov.au

Policy and Cabinet

Business Manager, Policy and Cabinet

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 15951)

Gazetted: 29 March 2018

Closing Date: 5 April 2018

Details: We are looking for an experienced Business Manager to manage administrative and financial business across the Policy and Cabinet and Communication and Engagement Divisions. The Business Manager provides high level administrative support and is responsible for coordinating requests for advice in relation to corporate, finance and ministerial matters. This position supports the Deputy Director-General Policy and Cabinet, and manages a team of three Executive and Business Support Officers to ensure the effective management and day to day operations of the two divisions.

Note: This is a temporary position available until 5 October 2018 with the possibility of extension and/or permanency. Selection may be based on application and referee reports only. If you feel you have the necessary skills and attributes to fill this role, please submit an Expression of Interest.

Contact Officer: Kate Stewart (02) 6207 6136 katee.stewart@act.gov.au

Corporate

Corporate Management

Corporate and Coordination Services

Fleet and Facilities Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40328)

Gazetted: 03 April 2018

Closing Date: 10 April 2018

Details: Corporate is seeking an enthusiastic and energetic person with a broad set of skills to join the Corporate and Coordination Services Team. The successful applicant will maintain the Directorate's office sites including arrangements for repairs and maintenance to buildings, fittings, furniture and equipment. The position provides administrative oversight of the Directorate's vehicle fleet (of approx. 200 vehicles) and supporting the implementation of the Directorate's Emergency Management plans and procedures. This position holds the position of Deputy Fire Warden and is a member of the Canberra Nara Centre Emergency Management Team. The successful applicant will demonstrate a sound knowledge and experience in managing fleet and facilities for a public sector or large private organisation. 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: Tracey Henry (02) 6207 3764 tracey.henry@act.gov.au

Corporate

Corporate Management

Corporate and Coordination Services

Project Administration Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 40339)

Gazetted: 04 April 2018

Closing Date: 11 April 2018

Details: An exciting opportunity in Chief Minister, Treasury and Economic Development (CMTEDD) Corporate for an experienced and motivated person to fill the position of Project Administration Officer. The successful applicant will be responsible for managing, coordinating and completing various project activities to assist with the successful implementation of projects across Corporate. This position will be required to track and report on project progress and contribute to improvements to existing business processes. In addition, the position will

maintain and update Intranet content in SharePoint. You will need to have excellent organisation and communication skills, and the ability to develop productive relationships with internal and external stakeholders. Note: This is a Temporary position available until 29 June 2018 with the possibility of extension and/or permanency.

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

Economic Development

Visit Canberra

Marketing

Marketing Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: P16867)

Gazetted: 03 April 2018

Closing Date: 10 April 2018

Details: VisitCanberra seeks a Marketing Officer to produce and publish content across its owned digital channels as well as assist with the coordination, implementation and monitoring of targeted marketing campaigns.

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

Contact Officer: Joanne Barges (02) 6205 0700 joanne.barges@act.gov.au

2019 ACT PUBLIC SERVICE GRADUATE PROGRAM

Graduate Administrative Assistant \$66,656 - \$68,699, Canberra (PN: GAA2019)

Gazetted: 03 April 2018

Closing Date: 2 May 2018

Details: 2019 ACT PUBLIC SERVICE GRADUATE PROGRAM Accepting applications 3 April 2018 - 2 May 2018. If you're looking to start a challenging and rewarding career where you'll have the opportunity to help shape Canberra's future, apply for the 2019 ACT Public Service Graduate Program.

We offer successful applicants: three diverse work rotations; a comprehensive learning and development program; work that challenges you and provides you with opportunities to use and develop your skills; a competitive starting salary of \$66,656 with salary advancement upon successful completion of the Program; access to flexible working arrangements that support a healthy work-life balance; a culturally diverse workforce in an inclusive workplace - a number of 2019 graduate positions will be filled by applicants with an Aboriginal and Torres Strait Islander background or a disability.

We are recruiting to a range of streams: Commerce/Business; Law; Sustainability/Environment/Planning; Public Administration and Policy; ICT; Health Professionals (Not Medical).

Employment Eligibility: To be eligible for the ACTPS Graduate Program, prior to starting you must:

be an Australian citizen, hold Australian permanent residency status or be a New Zealand citizen who resides in Australia and Special Category temporary residence visa (SCV) by 31/12/2018; and

have completed as a minimum a three year bachelor degree with at least a credit average from an Australian University within the past three years, between 1/1/2016 and 31/12/2018, or an equivalent degree as recognised by the National Office of Overseas Skills Recognition (NOOSR).

Note: If your bachelor degree was completed more than three years ago but you have recently completed a postgraduate qualification in a field relevant to the stream you are applying for, you may still apply and your application will be considered on merit.

For more information and to apply go to: cmtedd.act.gov.au/employment-framework/graduates

Contact Officer: Graduate Team (02) 6205 4523 graduatejobs@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

School Performance and Improvement

North Gungahlin

Lyneham High School

**Deputy Principal - Lyneham High School
School Leader B \$134,806, Canberra (PN: 04121)**

Gazetted: 03 April 2018

Closing Date:

Details: Lyneham High School (LHS) is a dynamic and vibrant place to learn and to work. At LHS we aspire to exercise Care for own well-being and for the well-being of others, take pride in the Quality of the learning and teaching that happens in our school and operate in an environment that fosters creativity and innovation. The successful applicant for this School Leader B (SLB) position will be a positive, enthusiastic and high performing leader committed to building whole school capacity in a culture that embraces an evidence informed approach to continuous school improvement. They should work collaboratively, and innovatively, to deliver whole school strategic and operational goals with a focus on student engagement, success, critical and creative thinking and resilience.

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

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

Contact Officer: Rob Emanuel (02) 6142 1176 rob.emanuel@ed.act.edu.au

Office for Schools

Tuggeranong Network

Isabella Plains Early Childhood School

School Leader C - Isabella Plains Early Childhood School

School Leader C \$115,778, Canberra (PN: 16263)

Gazetted: 29 March 2018

Closing Date: 12 April 2018

Details: Isabella Plains Early Childhood School is seeking applications from suitably qualified School Leader C candidates. Duties include, but not limited to: Set high expectations for staff and student performance in literacy, numeracy, inquiry and digital technology and collect data and evidence to regularly review effectiveness. Provide leadership critical in mentoring beginning teachers, targeted student support, coaching and planning and implementation of relevant initiatives. Improve the capacity of school teams to use evidence based assessment to inform teaching and learning.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Certification at the Highly Accomplished Teacher career stage of the Australian Professional Standards for Teachers, in accordance with the Teacher Quality Institute ACT Certification Guide: ACT Certification of Highly Accomplished and Lead Teachers. 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

Contact Officer: Katie Brown (02) 6142 3777 katie.brown@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 School

Tuggeranong Network

Lanyon High School

Executive Teacher – Mathematics, Science and School Administration Support (SAS)

School Leader C \$115,778, Canberra (PN: 01938)

Gazetted: 29 March 2018

Closing Date: 12 April 2018

Details: Lanyon High School is committed to supporting student learning outcomes by improving the capacity of all of its staff. We are seeking a flexible and dynamic school leader of Science and Mathematics, who is able to manage the administrative aspects of the School Administration System, including timetabling, assessment and reporting. They need to work collaboratively with the leadership team in order to achieve the goals of the Strategic Plan of the school in line with the vision of the Principal. They should also be able to support the overall wellbeing of students by upholding the school values of; Student empowerment, Respectful relationships, Pride in the community and Resilience.

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

Contact Officer: Barbara Monsma (02) 6142 1800 barbara.monsma@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

Hawker College

Executive Teacher

School Leader C \$115,778, Canberra (PN: 19575)

Gazetted: 29 March 2018

Closing Date: 6 April 2018

Details: Hawker College is seeking a calm, caring and pragmatic School Leader C (SLC) of Student Services to provide strategic and reflective management of staff, programs and resources to support and improve learning and wellbeing outcomes for all students at Hawker College. The successful candidate will have proven skills in interpersonal communication and collaborative leadership. As a member of the executive team, the SLC for Student Services will contribute to the development and achievement of whole-school strategic goals and the implementation of the school annual action plan. They will manage team and faculty resources to achieve optimal social and educational outcomes and ongoing support for all students.

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

Note: This is a temporary position available until 21 December 2018 with the possibility of extension and/or permanency.

Contact Officer: Andy Mison (02)6142 0355 andy.mison@ed.act.edu.au

Education Strategy

Student Engagement

Network Student Engagement Team

Clinical Leader

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 37003)

Gazetted: 29 March 2018

Closing Date: 12 April 2018

Details: The Education Directorate employs Allied Health Professionals as part of their Network Student Engagement Teams (NSET). This position is for a clinical leader with demonstrated clinical and leadership experience. The role will involve managing the clinical supervision primarily of occupational therapists and contributing to the support of the broader multidisciplinary allied health team (including physiotherapy, speech language pathology and allied health assistants). Experience working in a capacity building model with schools and managing caseloads of a complex and specialised nature would be beneficial.

Eligibility/Other Requirements: Tertiary qualifications in Occupational Therapy or Physiotherapy; Eligibility for membership or registration with the appropriate professional body and a current driver's licence and access to a vehicle. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People*

(Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a temporary position available for ten months. Selection may be based on application and referee reports only.

Contact Officer: Tania Piper (02) 6205 4869 tania.piper@ed.act.edu.au

Business Services

Strategic Finance

Internal Budgets and Reporting

Senior Finance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 03232)

Gazetted: 04 April 2018

Closing Date: 18 April 2018

Details: The Education Directorate is seeking applications from self motivated accounting professionals with experience in preparation of financial and management accounting reports for internal and external stakeholders, preparing internal budgets and assisting with external budget development. The successful applicant will also be required to analyse trends in financial operations and provide advice to senior officers as well as undertake ad hoc and special projects as required. Well developed organisational skills as well as the ability to work under pressure are also an advantage.

Note: This is a temporary position available until 4 February 2019.

How to Apply: Applications should address the selection criteria, outline any relevant skills and experience and include a current curriculum vitae.

Contact Officer: Nida Zahid (02) 6205 9387 nida.zahid@act.gov.au

School Performance and Improvement Division

Student Engagement

Directors Office

Liaison and Coordination Executive Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 38370)

Gazetted: 03 April 2018

Closing Date: 10 April 2018

Details: The Liaison and Coordination Executive Officer position works to the Director of the Student Engagement Branch of Education and plays an important role in supporting the work of the branch. The successful applicant will possess strong skills in communication, coordination and liaison to assist them in the role which involves preparing and coordinating submissions, briefs, reports and correspondence, including Ministerial responses within tight timeframes. The role will require the officer to have demonstrated abilities in research, writing, data collation, analysis and management. The Student Engagement branch has a strategic and operational role in supporting ACT school students to achieve positive learning and wellbeing outcomes.

Eligibility/ Other Requirements: Prior to commencement a Working with Vulnerable People: A Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registration refer to https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804.

Note: This is a permanent position, commencing as soon as possible.

Contact Officer: Jane ShunWah (02) 6205 3312 jane.shunwah@act.gov.au

School Performance and Improvement Division

North and Gungahlin Network

Gungahlin College

College Secretary

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 40343)

Gazetted: 04 April 2018

Closing Date: 11 April 2018

Details: Gungahlin College is fast paced, complex environment with over 1150 students this year. We are looking for an enthusiastic, reliable and experienced secretary/receptionist to be responsible for a variety of administrative tasks that support the efficient, flexible and responsive college front office. The successful applicant will contribute effectively to the efficiency of a customer focused team and demonstrate competence in managing and prioritising administrative tasks including proficient use of Information Technology (IT) software and equipment. This role is often the first point of contact for students and visitors and requires excellent relationship management skills, time management skills as well as first-rate written and verbal communications skills.

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

Note: This is a temporary position available until 21 December 2018 with the possibility of extension.

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

Office for Schools

South Weston Network

Telopea Park School

Library Assistant

School Assistant 2 \$45,058 - \$49,757, Canberra (PN: 01048)

Gazetted: 04 April 2018

Closing Date: 11 April 2018

Details: Telopea Park School is a unique K-10 bi-national school who is seeking a highly motivated person with excellent customer service skills, including Maze and OLIVER, to work flexibly and effectively as part of a team.

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

Contact Officer: Mary Ryan (02) 6142 3388 mary.ryan@ed.act.edu.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

Land Supply and Policy

Land Economics, Land Strategy and Policy

Manager - Land Supply and Economics

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 40320)

Gazetted: 29 March 2018

Closing Date: 15 April 2018

Details: The position of Manager, Land Supply and Economics will assist in providing strategic advice on complex land use and land development issues. The position will include support with the development and implementation of the Government's Land Release Program. The key capabilities required include the ability to: provide high quality research, analysis and advice on land use issues; prepare complex briefings and correspondence on a range of matters, particularly leading the development of Cabinet Submissions; and deliver major policy and project outcomes. We are seeking a dynamic and enthusiastic person who has strong skills and experience suitable for a land use, planning and policy development environment.

Eligibility/Other Requirements: Tertiary qualifications in planning, economics, public policy or a related field would be advantageous.

Contact Officer: Alexander Konovalov (02) 6205 2634 alexander.konovalov@act.gov.au

Business, Governance and Capability

People and Capability

Capability and Performance Team

Assistant Manager, Capability and Performance

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 13380)

Gazetted: 29 March 2018

Closing Date: 18 April 2018

Details: This role is located in the People and Capability Branch and provides leadership to the Capability and Performance team who are responsible for the planning, development and management of programs that enhance the capability of the workforce to meet current and future business requirements. The team coordinates and delivers a range of learning and development programs and initiatives to support directorate operations and build capability. The team is also responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. Activities will also include management of graduate and inclusion programs as well as all staff induction and orientation programs.

Contact Officer: Rory Martin (02) 6207 9585 rory.martin@act.gov.au

Climate Change and Sustainability

Sustainability Programs

Actsmart Schools Section

Manager Actsmart Schools

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55641)

Gazetted: 29 March 2018

Closing Date: 12 April 2018

Details: The Sustainability Programs section develops and delivers sustainability programs for ACT households, businesses, schools to support implementation of ACT Government environment and sustainability policies. The position is responsible for the delivery of the sustainability program in ACT schools.

Eligibility/Other Requirements: A current driver's licence essential. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Note: This is a temporary position available until the 30 June 2020 with the possibility of extension and/or permanency.

Contact Officer: Ross Malouf (02) 6207 5335 ros.malouf@act.gov.au

Sustainability and the Built Environment

Planning Delivery

Office of the Surveyor-General

Senior Surveyor

Senior Professional Officer Grade C \$100,462 - \$108,140, Canberra (PN: 12973)

Gazetted: 29 March 2018

Closing Date: 14 April 2018

Details: The ACT Office of the Surveyor-General and Land Information is seeking a Registered Land Surveyor to work within a dynamic surveying team that provides survey plan examination and survey control to underpin the ACT land development processes. The successful applicant will manage the survey plan examination process as well as undertake field surveys for plan auditing and to enhance the ACT survey control network to support the GDA2020 implementation.

Eligibility/Other Requirements: Registration as a land surveyor recognised in any Australian jurisdiction or New Zealand is mandatory. Knowledge of, or experience with, the ACT land administration system is desirable. Working with Vulnerable People: A *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to

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

Note: This is a permanent position commencing ASAP.

Contact Officer: Greg Ledwidge (02) 6205 0083 greg.ledwidge@act.gov.au

Health

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

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

Canberra Hospital and Health Services
Mental Health Justice Health Alcohol and Drug Services
Office of Chief Psychiatry
Clinical Director Adult Acute Mental Health Service
Senior Specialist \$222,205, Canberra (PN: 14037)

Gazetted: 05 April 2018

Closing Date:

Overview of the work area and position:

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

- o Rehabilitation and Speciality Services
- o Adult Community Mental Health Services
- o Adult Acute Mental Health Services
- o Alcohol & Drug Services
- o Child & Adolescent Mental Health Services (CAMHS)
- o Justice Health Services

The Adult Mental Health Services at the Canberra Hospital campus include the 37 bed Adult Mental Health Unit, the six bed Mental Health Unit within the Emergency Department and the Consultation Liaison Psychiatry Services within the Emergency Department and general hospital at the Canberra Hospital. The two inpatient wards facilitate integrated and multidisciplinary care and treatment within a safe, functional and comfortable environment. The care delivered is person-centred and consistent with the recovery model framework. The Consultation Liaison Psychiatry Services assess and manage those referred by other Divisions within the Canberra Hospital and Health Services campus. Under broad direction of the MHJHADS Director of Clinical Services, the Clinical Director of Adult Acute Mental Health Services (AAHMS) is responsible for the management and provision of clinical leadership and clinical duties for the AAMHS. In conjunction with the Director of Clinical Services, the Clinical Director of AAMHS is responsible for provision of high level clinical leadership to ensure that allocated resources are managed to meet all service delivery targets. Key responsibilities are to ensure medical engagement with the Division, and to efficiently manage medical staff recruitment, placement and leave arrangements. The Clinical Director works in collaboration with the Operational Directors for each AAMHS program area to ensure high quality outcomes for the people who use the program. Additionally, the Directors work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division. The role is also heavily involved with the ongoing development of the acute adult inpatient services within the new ACT Territory-wide Health Services Framework. It is expected that (approximately) 75% of the Clinical Director's time will be focused on their substantive clinical service delivery role and 25% will be allocated to the other duties.

Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926

Eligibility/Other Requirements: Mandatory:

- 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 (RANZCP) or equivalent specialist qualifications including evidence of satisfactory participation on the RANZCP's Continuing Professional Development program.

Desirable:

- o Advanced knowledge of the Mental Health Act 2015 and other related legislations.
- o Current Drivers licence

Please note prior to commencement successful candidates will be required to:

- o Be registered under the Working for Vulnerable People Act.
- o Undergo a pre-employment Police check.
- o Comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Contact Officer: Dr Mandy Evans (02) 6205 0687 ChiefPsychiatrist@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

**Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Rehabilitation Allied Health
Speech Pathologist**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 40150)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical, and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery, and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra, and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehabilitation, 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. A number of RACC services work collaboratively with patients, their carers and other services within and external to ACT Health. Overview of the work area and position: The RACC Speech Pathology service is a dynamic team of Speech Pathologists and Allied Health Assistants. Working across a number of settings, including the University of Canberra Hospital; Specialist Centre for Rehabilitation, Recovery and Research (UCH) and The Canberra Hospital (TCH), we provide a range of inpatient and outpatient services in rehabilitation and aged care environments, including working with adult neurological caseloads across both acute, rehabilitation, and community settings. The Speech Pathology Service works to enhance function, activity, and independence for patients in the treatment of acquired neurological communication and swallowing impairments. The Senior Speech Pathologist is responsible for management and delivery of clinical speech pathology services to an assigned adult caseload, involving the provision of direct and indirect treatment programs designed to improve the individual's communication and swallowing ability, for both inpatients and outpatients. The Senior Speech Pathologist is actively engaged in quality improvement, service innovation, research, staff and student supervision and work collaboratively with alternate Speech Pathology services and wider multi-disciplinary teams. There are a wide variety of service delivery teams within RACC including: inpatient and community based rehabilitation, inpatient acute care of the elderly and a Transitional Therapy and Care Program. The Speech Pathologist will be required to work flexibly across services and locations and participate in rotations.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Speech Pathology; member of (or eligible for practicing membership) of Speech Pathology Australia; current driver's licence. Desirable: Previous experience working as a Speech Pathologist in the rehabilitation and aged care sector. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; if practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Rachel Heatley (02) 6244 3644 rachel.heatley@act.gov.au

Canberra Hospital and Health Services

**Rehabilitation, Aged and Community Care
Allied Health**

Health Professional Officer – Social Worker

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 40159, several)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary Rehabilitation, Aged and Community based care across a range of settings. This includes The University of Canberra Hospital; Specialist Centre for Rehabilitation, Recovery and Research (UCH), 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 Hospital (UCH) 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 patients, their carers and other services within and external to ACT Health. Overview of the work area and position: Vacancies are available for suitably qualified Social Workers (HP3) to join the Rehabilitation, Aged and Community Care (RACC) Social Work Team in Canberra, ACT. RACC Social Workers work with patients and their families in both inpatient and community settings, across rehabilitation and aged care services. This team is growing due to the expansion of rehabilitation services at the new University of Canberra Hospital; Specialist Centre for Rehabilitation, Recovery and Research (UCH). Candidates should be aware that they are applying for a position within the team, not a position in a particular location. There are a wide variety of working environments across this service including; acute and sub-acute hospital settings, community health centres and transitional rehabilitation units. Successful applicants will be required to work at any of these locations. There is a rotational schedule for all levels, although this may vary according to service demands and staffing changes. RACC and ACT Health offer regular professional development and training opportunities, along with opportunities to be involved in quality improvement activities. RACC Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses. Social Workers are required to have an understanding of issues related to rehabilitation and aged care and the impact on the person and their family/carer, including adjustment to changes such as illness, ageing and disability. Under the direction of the RACC Social Work Manager, Social Workers provide a range of social work services across both hospital and community based programs within a designated caseload area. This includes providing social work services at the University Of Canberra Hospital, Canberra Hospital and Community based settings. The role promotes positive client outcomes through the provision of high quality clinical services across a range of areas or units and working in a multidisciplinary team. Social Workers are provided opportunities to participate in rotations across the variety of Social Work services provided by RACC.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Association of Social Workers (AASW). Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Current driver's licence. Desirable: three years' (desirable five years) experience in a Social Worker role, post qualification. Previous experience in community, rehabilitation, aged care or hospital based social work settings. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing

and scope of clinical practice requirements. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: These positions may be required to participate in overtime, on call and/or rotation roster. An order of merit list may be established to fill permanent, temporary and casual positions over the next 12 months. While the advertised positions are full-time positions, reduced hours may be considered. Selection may be based on written applications and referee reports only. Applicants are encouraged to contact the contact officer.

Contact Officer: Patrice Higgins (02) 6244 4159 patrice.higgins@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

Senior Occupational Therapist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 40157, several)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. The Senior Occupational Therapist is an important leadership role within the Occupational Therapy Services Unit and is responsible for the coordination and provision of day-to-day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes. Senior Occupational Therapists are responsible for providing professional supervision and support to other Occupational Therapists, Allied Health Assistants and students within the unit.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Occupational Therapy; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Previous experience working in the rehabilitation and aged-care sector. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any

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

Note: This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Jane Lawrence (02) 6244 2904 jane.lawrence@act.gov.au

Canberra Hospital and Health Services

Critical Care

Imaging

Radiographer – Medical Imaging

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 27732)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Medical Imaging Department is responsible for providing a comprehensive and quality diagnostic imaging services for patients in the ACT and surrounding region. The Radiographer position is a clinical role and will be responsible for the provision of general radiography services during business hours, providing leadership for the whole department afterhours and on weekends. Daily operations include the management of patient scheduling, throughput and care as well as immediate staff and clinical contact, along with the management and operation of General Radiography, including equipment and asset management, financial processes and human resource matters. The Radiographer position is required to support the Medical Imaging Department in the provision of a 24/7 service, this includes shift work, overtime and on-call duties outside normal working hours when required.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Be eligible for an ACT Radiation licence. Tertiary qualifications or equivalent in Medical Radiation Science (Radiography). Desirable: three years post-graduate experience.

Angiography, CT, Mammography and/or MRI experience. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a temporary position available until 15 February 2019.

Contact Officer: Kate Saunder (02) 6244 2111 kate.saunder@act.gov.au

Canberra Hospital and Health Services

Clinical Support Services

Nursing Administration

Nursing and Midwifery Resource Office Administrative Assistant

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 16844)

Gazetted: 05 April 2018

Closing Date: 12 April 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Under direction of the Nurse Manager and Assistant Director of Nursing for Clinical Support Services, the Administrative Services Officer Class 5 will provide administrative support for the Nursing and Midwifery Resource Office by undertaking the duties listed in the duty statement. To be successful in this position, it is highly desirable that the successful candidate will have the following attributes: Strong organisational skills with a high degree of drive. Adaptability and flexibility to accommodate change and provide a responsive service. A commitment to the provision of high quality customer service

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

Contact Officer: Kendra Kemister (02) 6174 7130 kendra.kemister@act.gov.au

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Cancer Stream Administration

Service Coordinator - Immunology

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 18172)

Gazetted: 05 April 2018

Closing Date: 12 April 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. An exciting opportunity exists for highly motivated and organised individuals with a high passion for high quality administrative support and customer service, with the possibility of extension or permanency. The Service Coordinator will form part of the Cancer Administrative Leadership Team and will be responsible for coordinating support to one of four clinical streams within the Cancer Services. Overview of the work area and position: Cancer Services are divided into four clinical streams: Medical Oncology, Radiation Oncology, Haematology and Immunology. Each of the clinical streams is supported by a Service Coordinator. The Service Coordinator will be responsible for leading a small team in providing director support to the clinical director and stream and liaising with other relevant administration staff across the Centre in ensuring the provision of high quality administrative support to clinicians in achieving customer focuses patient care.

Eligibility/Other Requirements: 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.

Contact Officer: Susan Booth (02) 6174 8309 susan.booth@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: 05 April 2018

Closing Date: 12 April 2018

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

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

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug
Rehabilitation and Specialty Mental Health
Health Professional Officer - Psychology, Social Work or Occupational Therapy
Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 29232)

Gazetted: 05 April 2018

Closing Date: 12 April 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health, Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided

range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehab and Specialty Mental Health Service; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS) and Justice Health Services. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based division providing high quality mental health care that is guided by principles of Recovery. Mental Health Service for People with Intellectual Disability (MHS-ID) is a specialist team within MHJHADS that provides comprehensive assessment, psychological and psychiatric services to consumers with an intellectual disability and a mental illness. The team aims to provide collaborative care involving the person, their families/carers and community support services. The position involves consultation, liaison, support, education and training to agencies, carers and families. MHS-ID is located at the Gungahlin Community Health Centre. At this level it is expected that, under supervision, you will assist and learn how to provide high quality clinical expertise and assist in the achievement of sound outcomes for consumers. You will contribute your expertise to the multidisciplinary team, and will be provided with supervision by team Health Professional and Registered Nurse clinicians who will guide you to become involved and assist the Manager in change processes. You will be required to learn how to undertake quality initiatives to promote service delivery at a standard of best practice. Overall Functions: Under close professional supervision: Promote positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Provide individual or group service delivery. Apply knowledge, skills, and professional judgement in the delivery of routine services. Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Tertiary qualifications or equivalent in Psychology, Social Work or Occupational Therapy with current ACT registration where required or eligibility for membership of the appropriate professional organisation. Must hold a current driver's licence. Social Workers must be registered under the *Working for Vulnerable People Act*. Psychologists must have at least a 4- or 5- year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). Applicants must have a minimum of 12 months paid work experience, post qualification in a related/relevant organisation/service. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Desirable: Experience in working with persons with intellectual disability. Please note prior to commencement successful candidate will be required to undergo a pre-employment Police check Note: This is a part-time position at 22:03 hours per week and the full-time salary noted above will be paid pro rata. An order of merit may be used to fill future identical permanent vacancies at level over a 12 month period. Contact Officer: Shirley-Anne McIntyre (02) 6207 8210 shirley-anne.mcintyre@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

Occupational Therapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 40153, several)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

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

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

Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Occupational Therapy; be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) and a current driver's licence. Desirable: Previous experience working in the rehabilitation and aged-care sector. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made; comply with ACT Health credentialing requirements for allied health and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several permanent positions available and the successful applicants may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Jane Lawrence (02) 6244 2904 jane.lawrence@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

Physiotherapy Assistant

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 40179)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

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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 Hospital (UCH) is part of ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. Overview of the work area and position: There is a vacancy available for suitably qualified allied health assistant to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team in Canberra, ACT. RACC physiotherapists treat and manage patients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries, and the elderly. This team is expanding due to the expansion of rehabilitation services at the new University of Canberra Hospital; Specialist Centre for Rehabilitation, Recovery and Research (UCH). Candidates should be aware that they are applying for a position within the team, not a position in a particular location. There are a wide variety of working environments across this service including; acute and sub-acute hospital settings, community health centres, and transitional rehabilitation units. Successful applicants will be required to work at any of these locations. All staff move locations to meet service demands as needed. Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. Opportunities for quality improvement activities and evaluation/audit of physiotherapy interventions are plentiful. AHAs are encouraged to join the ACT Health AHA network and attend regular education sessions. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. The RACC Physiotherapy service is a dynamic team of physiotherapists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACC including: inpatient and community based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program and community based physiotherapy services. Under the direct or indirect supervision of an Allied Health Professional, the Physiotherapy Assistant plays a key role in the day to day functioning of the Physiotherapy Rehabilitation team, working flexibly and effectively as a team member and demonstrates knowledge, skills, attitudes and experience related to allied health assistance at an advanced level. Responsibilities include, but not limited to setting up and monitoring patients undertaking exercise either one on one or in a group setting; provision of educational materials to patients and their relatives; assisting with intake and clinic management; computer-based data entry and clinical file documentation; equipment ordering and maintenance; assisting patients to walk with a variety of mobility aids.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance (Physiotherapy), or equivalent and a current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: Selection may be based on written application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months. Candidates are encouraged to contact the contact officer for more information regarding this position. All applicants must provide written referee reports from two referees, a written response addressing the relevant selection criteria and a current curriculum vitae as part of their written application.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

Canberra Hospital and Health Services
Rehabilitation Aged and Community Care
Rehabilitation Allied Health
Occupational Therapy Assistant

Allied Health Assistant 3 \$61,115 - \$67,825, Canberra (PN: 40156)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

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Eligibility/Other Requirements: Mandatory: Certificate IV (or equivalent) in Allied Health Assistance and a current driver's licence. Desirable: Previous experience working in the rehabilitation and aged care sector. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health; if practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: This position maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Jane Lawrence (02) 6244 2904 jane.lawrence@act.gov.au

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

Administration Service Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 28630)

Gazetted: 05 April 2018

Closing Date: 12 April 2018

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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. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary Rehabilitation, 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 Hospital (UCH) 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 patients, their carers and other services within and external to ACT Health. Overview of the work area and position: An exciting opportunity exists for an enthusiastic administration professional to fill a 12 month vacancy within the RACC administration team. The RACC administration team is responsible for effective and efficient delivery of administrative support to both internal and external clients to support the delivery of high quality customer service and patient care. The successful applicant will need to be highly organised, efficient, have excellent communication skills and a high level of initiative. High level knowledge of ACTPAS, Clinical Portal and Ambulatory Care processes are also favourable. This position has the potential to work across multiple sites and may potentially move to the new University of Canberra Hospital (UCH).

Eligibility/Other Requirements: Previous experience in a health administration/office management position or certificate in Business Administration (Medical) is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for a period of 12 months. Applicants are required to provide a written application outlining suitability against selection criteria, current Curriculum Vitae and a written referee report.

Contact Officer: Lydia Thomas (02) 6174 8356 lydia.m.thomas@act.gov.au

Canberra Hospital and Health Services

University of Canberra Hospital

Rehabilitation Aged and Community Care

Customer Services Officer (University of Canberra Hospital)

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40232, several)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

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A number of RACC services work collaboratively with patients, their carers and other services within and external to ACT Health. Overview of the work area and position: The University of Canberra Hospital (UCH) is scheduled to

open in 2018. UCH is a 140 bed sub- acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient rehabilitation services. UCH will operate under integrated facility wide administration model delivering administration support to RACC services including reception, booking, scheduling, referral management, ward support and general office administration duties. Under the direction of the RACC Office Manager, the Customer Service Officer is responsible for the provision of administrative support and customer service functions to support the effective and efficient delivery of RACC services. Customer Service Officers report directly to the RACC Office Manager and to the respective Clinical Lead for any clinical matters. Customer Service Officers will be required to work in both the Inpatient and Ambulatory Services administration teams. We have both part time and fulltime permanent positions available. Some positions will involve rotating evening and weekend shifts.

Eligibility/Other Requirements: 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 full-time position however part-time hours may be considered. Some positions will involve rotating evening and weekend shifts.

Contact Officer: Maria Stahre (02) 6244 2767 maria.stahre@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Allied Health Physiotherapist Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 40176)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, 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 Hospital (UCH) 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: There is a vacancy available for suitably qualified physiotherapists to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team in Canberra, ACT. RACC physiotherapists treat and manage patients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries, and the elderly. This team is expanding due to the expansion of rehabilitation services at the new University of Canberra Hospital; Specialist Centre for Rehabilitation, Recovery and Research (UCH). Candidates should be aware that they are applying for a position within the team, not a position in a particular location. There are a wide variety of working environments across this service including; acute and sub-acute hospital settings, community health centres, and transitional rehabilitation units. Successful applicants will be required to work at any of these locations. There is a rotational schedule for HP2 level (approx. six months), although this may vary according to service demands and staffing changes. All staff move locations to meet service demands as needed. Regular

education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. Opportunities for quality improvement activities and evaluation/audit of physiotherapy interventions are plentiful.

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

Note: An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on written application and referee reports only. Candidates are encouraged to contact the contact officer for more information regarding this position. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

Canberra Hospital and Health Services

Rehabilitation Aged and Community Care

Rehabilitation Allied Health

Occupational Therapist

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 40151, several)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary rehab, aged and community based care across a range of settings. This includes Canberra Hospital, University of Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: care, excellence, collaboration and integrity. The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is located on the grounds of the University of Canberra. The hospital, the ACT's first sub-acute rehabilitation hospital, is part of ACT Health's network of health facilities designed to meet the needs of our ageing and growing population. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: Rehabilitation and Aged Care Occupational Therapy services are offered in community and inpatient settings including The Canberra Hospital and University of Canberra Hospital. We provide assessment and therapeutic intervention for a range of client populations in both rehabilitation and aged care settings. Patients vary in their medical conditions and may include people with neurological conditions, orthopaedic conditions, complex medical conditions and frail aged. Occupational Therapists are responsible for providing day to day occupational therapy services to a range of patients within a designated caseload area. This involves the provision of clinical assessments and interventions to facilitate positive patient outcomes.

Occupational Therapists have direct clinical supervision from a Senior Occupational Therapist and are supported by an experienced team of clinicians and other Allied Health Assistants.

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

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

Contact Officer: Jane Lawrence (02) 6244 2904 jane.lawrence@act.gov.au

University of Canberra

Rehabilitation Aged and Community Care

Customer Service Officer (University of Canberra Hospital)

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 29580)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Rehabilitation, Aged and Community Care (RACC) is a vibrant and diverse Division within ACT Health providing multidisciplinary Rehabilitation, Aged and Community based Care across a range of settings. This includes Canberra Hospital, Community Health Centres, Village Creek Centre in Kambah, and Independent Living Centre in Weston. Our staff are committed to the delivery of health services that reflect ACT Health's values: Care, Excellence, Collaboration, and Integrity. Planning is well underway to establish the ACT's first sub-acute rehabilitation hospital on the grounds of the University of Canberra. The new hospital, the University of Canberra Hospital (UCH) is part of the ACT Health's planned network of health facilities designed to meet the needs of our ageing and growing population. It is planned that in 2018 the inpatient Rehabilitation units will move from the Canberra Hospital to the University of Canberra Hospital. A number of RACC services work collaboratively with patients, their carers and other services within and external to ACT Health. Overview of the work area and position: The University of Canberra Hospital (UCH) is scheduled to open in 2018. UCH is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient rehabilitation services. UCH will operate under integrated facility wide administration model delivering administration support to RACC services including reception, booking, scheduling, referral management, ward support and general office administration duties. Under the direction of the RACC Office Manager, the Customer Service Officer is responsible for the provision of administrative support and customer service functions to support the effective and efficient delivery of RACC services. Customer Service Officers report directly to the RACC Office Manager and to the respective Clinical Lead for any clinical matters. Customer Service Officers will be required to work in both the Inpatient and Ambulatory Services administration areas.

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

Notes: This is a permanent full-time position but part-time hours will be considered.

Contact Officer: Maria Stahre (02) 6244 2767 maria.stahre@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Ward Clerk

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 27076)

Gazetted: 05 April 2018

Closing Date: 12 April 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Applications are sought from an enthusiastic and innovative individual to temporarily fill the Ward Clerk position within the Adult Mental Health Unit. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. 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 be responsible for patient records, admission and discharge procedures, provide administrative support to the clinical staff of the team, and be central to the welcome of visitors to the new unit with a focus on providing quality customer service to the consumers of Mental, Health, Justice Health, Alcohol and Drug Services (MHJHADS). ACT Health offers attractive salary packaging arrangements. Additionally, many ACT Health positions are eligible for public hospital employee fringe benefits tax exemptions up to a tax-free threshold of \$9095, and tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards. Check with the contact officer to confirm the position's eligibility for these benefits. Eligibility/Other Requirements: Mandatory: Knowledge and experience in the use of relevant medical terminology. Understanding in dealing with persons affected with a Mental Illness. Current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary full time position available until 14 September 2018 with the possibility of extension and/or permanency. This position involves shift work and weekends. Selection may be based on application and referee reports only.

Contact Officer: Tessa Sealey (02) 6174 5404 tessa.sealey@act.gov.au

Canberra Hospital and Health Services

Rehabilitation, Aged and Community Care

Allied Health

Occupational Therapy Assistant

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 40155)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

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partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University.

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

Allied Health Assistants have direct clinical supervision from an Occupational Therapist and are supported by an experienced team of clinicians and other Allied Health Assistants.

Eligibility/Other Requirements: Mandatory: Certificate IV (or equivalent) in Allied Health Assistance. Current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People ACT*. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Note: This position maybe required to participate in overtime, on call and/or rotation roster.

Contact Officer: Jane Lawrence (02) 6244 2904 jane.lawrence@act.gov.au

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

Speech Pathology Assistant

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 40148)

Gazetted: 05 April 2018

Closing Date: 12 April 2018

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

A number of RACC services work collaboratively with patients, their carers and other services within and external to ACT Health. Overview of the work area and position: The RACC Speech Pathology service is a dynamic team of Speech Pathologists and Allied Health Assistants. Working across a number of locations, including the University of Canberra Hospital; Specialist Centre for Rehabilitation, Recovery and Research (UCH) and The Canberra Hospital (TCH), we provide a range of inpatient and outpatient services in rehabilitation and aged care environments, including working with adult neurological caseloads across both acute, rehabilitation, and community settings. The Speech Pathology Service works to enhance function, activity, and independence for patients in the treatment of acquired neurological communication and swallowing impairments. Under the direction and supervision of a qualified Speech Pathologist, Speech Pathology Assistants are responsible for assisting and contributing in the delivery of direct and indirect treatment programs designed to improve the individual's communication and swallowing ability. Programs are delivered in a hospital setting or outpatient setting and may be individual or group based. The Speech Pathology Assistant is responsible for accurate and timely reporting to the supervising Speech Pathologist of patient progress and notes.

There are a wide variety of service delivery teams within RACC including: inpatient and community based rehabilitation, inpatient acute care of the elderly and a Transitional Therapy and Care Program. The Speech Pathology Assistant will be required to work flexibly across services and locations and allied health professions. They may be required to participate in rotations across clinical settings.

Eligibility/Other Requirements: Mandatory: A Certificate IV in Allied Health Assistance, or recognized equivalent. Current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: This position may be required to participate in overtime, on call and/or rotation roster. This is a part-time position at 18:38 hours per week with the potential to increase the hours. The full-time salary noted above will be paid pro rata.

Contact Officer: Rachel Heatley (02) 6244 3644 rachel.heatley@act.gov.au

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

Physiotherapy Assistant

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 40181)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

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

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 Hospital (UCH) 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: A vacancy is available for a suitably qualified allied health assistants to join the Rehabilitation, Aged and Community Care (RACC) Physiotherapy Team in Canberra, ACT. RACC physiotherapists treat and manage patients requiring rehabilitation with a range of conditions, including neurological disorders, amputations, musculoskeletal injuries, and the elderly. This team is expanding due to the expansion of rehabilitation services at the new University of Canberra Hospital; Specialist Centre for Rehabilitation, Recovery and Research (UCH). Candidates should be aware that they are applying for a position within the team, not a position in a particular location. There are a wide variety of working environments across this service including; acute and sub-acute hospital settings, community health centres, and transitional rehabilitation units. Successful applicants will be required to work at any of these locations. All staff move locations to meet service demands as needed. Regular education sessions and journal clubs offer ongoing professional development opportunities which are often shared with other local physiotherapy services. Opportunities for quality improvement activities and evaluation/audit of physiotherapy interventions are plentiful. AHAs are encouraged to join the ACT Health AHA network and attend regular education sessions. The RACC Physiotherapy service is a dynamic team of physiotherapists and allied health assistants. We work to enhance function, activity, and independence for patients. We treat and manage patients requiring rehabilitation with a range of conditions and injuries, including neurological disorders, amputations, musculoskeletal injuries, and chronic conditions. There are a wide variety of service delivery teams within RACC including: inpatient and community based rehabilitation, inpatient acute care of the elderly, a community based falls and falls injury prevention program, a Transitional Therapy and Care Program and community based physiotherapy services. Under the direct or indirect supervision of an Allied Health Professional (AHP), the Physiotherapy Assistant plays a key role in the day to day functioning of the Physiotherapy Rehabilitation team, working flexibly and effectively as a team member providing physiotherapy services to the community.

Responsibilities include, but not limited to setting up and monitoring patients undertaking exercise either one on one or in a group setting; provision of educational materials to patients and their relatives; assisting with intake and clinic management; computer-based data entry and clinical file documentation; equipment ordering and maintenance; assisting patients to walk with a variety of mobility aids. The Physiotherapy Assistant may be required to work flexibly across services and locations.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance (Physiotherapy), or equivalent. Current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements for Allied Health professionals. If practicing clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any employment being made.

Note: Selection may be based on applications and referee reports only. A merit list may be established and will be used to recruit to permanent full-time positions, temporary full-time or part-time positions, and possible casual positions over the next 12 months. Applicants are encouraged to contact the contact officer for further information relating to this position.

Contact Officer: Judy Stone (02) 6174 5662 judy.stone@act.gov.au

Canberra Hospital and Health Services
Rehabilitation, Aged and Community Care
Allied Health
Allied Health Assistant (Social Work)

Allied Health Assistant 2 \$50,040 - \$57,369, Canberra (PN: 40158)

Gazetted: 05 April 2018

Closing Date: 19 April 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. 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 Hospital (UCH) 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: A vacancy is available for a suitably qualified Allied Health Assistant 2 (Social Work) to join the Rehabilitation, Aged and Community Care (RACC) Social Work Team in Canberra, ACT. RACC Social Workers work with patients and their families in both inpatient and community settings, across rehabilitation and aged care services. As a member of this team you will support the work undertaken by the Social Workers. This team is growing due to the expansion of rehabilitation services at the new University of Canberra Hospital; Specialist Centre for Rehabilitation, Recovery and Research (UCH). Candidates should be aware that they are applying for a position within the team, not a position in a particular location. There are a wide variety of working environments across this service including; acute and sub-acute hospital settings, community health centres and transitional rehabilitation units. Successful applicants will be required to work at any of these locations. There is a rotational schedule for all levels, although this may vary according to service demands and staffing changes. RACC and ACT Health offer regular professional development and training opportunities, along with opportunities to be involved in quality improvement activities. RACC Division provides integrated and effective services in the areas of rehabilitation, aged care and community care in a broader range of sites throughout the ACT, including hospitals, community health centres and the homes of clients. This includes health care and support for people with acute, post acute and long-term illnesses. The Social Work Allied Health Assistant is expected to have an interest in issues related to rehabilitation and aged care and the impact on the person and their family/carer, including adjustment to changes such as illness, ageing and disability. The role promotes positive client outcomes through the provision of high quality clinical services across a range of areas or units and working in a multidisciplinary team. Under general supervision, the Social Work Allied Health Assistant role plays a key role in the provision of day to day social work services to a range of patients within a designated caseload area and assisting meeting the caseload requirements of the broader Social Work Team. RACC Social Work provide a range of social work services across both hospital and community based programs, the Allied Health Assistant role will have be provided opportunities to work across areas and participate in rotations. Allied Health Assistants have direct clinical supervision from a Social Worker and are supported by an experienced team of clinicians and other Allied Health Assistants.

Eligibility/Other Requirements: Mandatory: Certificate IV in Allied Health Assistance (or recognised equivalent). Current driver's licence. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. Comply with ACT Health credentialing and scope of clinical practice requirements. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements

for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made.

Note: This position may be required to participate in overtime, on call and/or rotation roster. An order of merit list may be established to fill permanent, temporary and casual positions over the next 12 months. While the advertised position is a full-time position, reduced hours may be considered. Selection may be based on written applications alone.

Contact Officer: Patrice Higgins (02) 6244 4159 patrice.higgins@act.gov.au

Justice and Community Safety

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

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

ACT Government Solicitor

Property and Commercial Law

Principal Solicitor

Government Solicitor 3 \$139,152 - \$157,416, Canberra (PN: 42626, several)

Gazetted: 29 March 2018

Closing Date: 11 April 2018

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. As the Territory legal advisor, the ACTGS comprises 80 lawyers focussed on excellent client and legal service delivery. We are a supportive team, actively encouraging professional development and offering competitive remuneration and employment arrangements.

The ACTGS is inviting applications from highly skilled lawyers for a Principal Solicitor (Government Solicitor 3) role in its Property and Commercial Section. Working as part of a team and under broad direction, the role is responsible for the provision of strategic legal advice on information, communication and technology (ICT) related commercial transactions which support the Territory in implementation of the *ACT Digital Strategy*. The successful candidate will have demonstrated experience in: providing high quality legal advice on complex ICT commercial transactions; preparing and negotiating contracts and cooperative arrangements; providing legal services related to government procurement, contracting and associated frameworks and arrangements; and managing teams to deliver excellent legal services.

If you are committed to excellence and delivery and have a strong desire to contribute to the diverse activities of the Territory, a career with ACTGS should be considered.

To find out more about ACTGS visit our website at www.actgs.gov.au.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner with at least five (5) years of relevant post-admission experience.

Note: Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria. Employment conditions are detailed in the *ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017* (see link below).

Applications must enclose a current curriculum vitae (CV). Applicants must also indicate their availability to commence in the role. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Sanaz Mirzabegian (02) 6205 3777 sanaz.mirzabegian@act.gov.au

Principal Solicitor

Government Solicitor 3 \$139,152 - \$157,416, Canberra (PN: 48989, Several)

Gazetted: 03 April 2018

Closing Date: 11 April 2018

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. As the Territory legal advisor, the ACTGS is a client-focused organisation, taking a collaborative, professional and pragmatic approach to providing legal services. ACTGS is recruiting for permanent and temporary Principal Solicitors (Government Solicitor 3) in the Government Law

practice. If you are committed to the delivery of excellent legal services, a career with ACTGS provides the opportunity to contribute to a diverse range of issues. The ACTGS Government Law practice comprises over 30 lawyers engaged across areas including: public and constitutional law; citizens' rights, human rights, discrimination, corrections and sentencing, police powers; welfare and protection, social housing and residential tenancies, child protection; information access including Freedom of Information (FOI), privacy and public interest disclosures; regulatory, revenue and licensing functions of government; town planning, heritage and environment. To find out more about the ACTGS visit our website at www.actgs.act.gov.au.

Eligibility/ Other Requirements: Candidates will have proven expertise in managing the delivery of quality client services across areas of the practice and will be able to demonstrate: Well-developed administrative law expertise and ability to provide complex legal advice in sensitive matters; experience in the conduct of a variety of litigation; ability to manage, supervise and guide teams to deliver quality legal services; and flexibility, enthusiasm, initiative and drive. Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner with at least five years of post-admission experience.

Note: Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria. Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017 (see link below). Applicants should indicate their availability to commence in role. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Maria Batzogiannis (02) 6205 3734 maria.batzogiannis@act.gov.au

ACT Government Solicitor

Property and Commercial Law

Senior Solicitor

Government Solicitor 2 \$110,874 - \$133,039, Canberra (PN: 42608, several)

Gazetted: 03 April 2018

Closing Date: 11 April 2018

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. As the Territory legal advisor, the ACTGS comprises 80 lawyers focussed on excellent client and legal service delivery. We are a supportive team, actively encouraging professional development and offering competitive remuneration and employment arrangements. The ACTGS is recruiting at Senior Solicitor (Government Solicitor 2) for its Property and Commercial practice. The successful candidate will have demonstrated experience in: the acquisition, sale and development of real property in the ACT; providing advice on and preparing documents relating to the sale of Greenfield Crown leases; sale of urban infill and remediated sites; development of land consistent with policy goals and planning requirements of the Territory; strategic acquisition of land including through negotiated acquisitions; and management of land owned or controlled by the Territory for various residential, commercial and rural purposes. Working as part of a strong team candidates will have sound technical expertise and the ability to quickly acquire knowledge of the Territory's property law framework. You will also be required to demonstrate the capacity to guide and supervise less experienced lawyers; and flexibility, enthusiasm, initiative and drive. Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017 (see link below). To find out more about ACTGS visit our website at www.actgs.gov.au.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner with at least three (3) years of relevant post-admission experience.

Note: Selection may be based on application and referee reports only. An order of merit list may be established to fill future vacancies at level over the next 12 months. Applications must enclose a current Curriculum Vitae and indicate their availability to commence. Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria.

Contact Officer: Sanaz Mirzabegian (02) 6205 3777 sanaz.mirzabegian@act.gov.au

ACT Government Solicitor

ACT Government Solicitor

Government Law

Senior Solicitor

Government Solicitor 2 \$110,874 - \$133,039, Canberra (PN: 42613, several)

Gazetted: 29 March 2018

Closing Date: 11 April 2018

Details: The ACT Government Solicitor (ACTGS) provides legal services to the Territory, including its government, statutory corporations and government agencies. As the Territory legal advisor the ACTGS is a client-focused organisation, taking a collaborative, professional and pragmatic approach to providing legal services. ACTGS is recruiting for permanent and temporary Senior Solicitors (Government Solicitor 2) for its Litigation and Dispute Resolution and Government Law practices. These practice areas include: personal injury, property damage, medical negligence, public liability and insurance law claims; coronial inquests and inquiries; public and constitutional law;

citizens' rights including human rights, discrimination, corrections and sentencing, and police powers; employment law; welfare and protection, social housing and residential tenancies, child protection, protection orders and mental health; information access including Freedom of Information (FOI) and privacy; and regulatory and licensing functions of government.

If you are committed to the delivery of excellent legal services, a career with ACTGS provides the opportunity to contribute to a diverse range of issues.

Working as part of a strong team candidates will have sound technical expertise and will be able to demonstrate: experience in providing excellent client services across over a number of practice specialities; experience in the conduct of a variety of litigation; the capacity to guide and supervise less experienced lawyers; and flexibility, enthusiasm, initiative and drive.

To find out more about the ACTGS visit our website at www.actgs.act.gov.au.

Eligibility/Other Requirements: Applicants must be admitted (or eligible for admission within three months of commencement) as an Australian legal practitioner.

Note: Salary is dependent on relevant qualification, experience and demonstrated ability against the selection criteria. Employment conditions are detailed in the ACT Public Sector Legal Professionals Enterprise Agreement 2013-2017 (see link below).

Applications must enclose a current curriculum vitae (CV). Applicants must also indicate their availability to commence in the role. An order of merit list may be established to fill future vacancies at level over the next 12 months. Selection may be based on application and referee reports only.

Contact Officer: Maria Batzogiannis (02) 6205 3734 maria.batzogiannis@act.gov.au

ACT Corrective Services

Corporate Services

Information and Business Solutions

SharePoint and Business Administration Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35519)

Gazetted: 03 April 2018

Closing Date: 17 April 2018

Details: A career opportunity has arisen in ACT Corrective Services (ACTCS) to fill the position of SharePoint and Business Administration Officer, in the Information and Business Solutions Unit. The successful applicant will fulfil the role of ACTCS SharePoint Intranet Administrator and ACTCS internet site management, including associated Active Directory access management. The successful applicant will support ACTCS SharePoint Content Editors and users by providing assistance, advice and information on content maintenance and accessibility, assist in the analysis of business processes and the operational design for various ACTCS functions. Further to this, the successful applicant will also undertake other duties appropriate to this level of classification and as directed by Head of Corrections Information Communication Technology (ICT) which contribute to the effective and efficient operation of the section.

Eligibility /Other Requirements: Qualifications or demonstrated experience in SharePoint Administration (or equivalent) is highly desirable. Qualifications or demonstrated experience in the use of Microsoft Word(MS) and Excel to an advanced level highly desirable, experience in the use of MS VISIO and Adobe Photoshop is highly desirable, or the ability to acquire the required level of skills. Understanding of project management concepts is desirable. Experience in or an understanding of Corrective Services is desirable. The successful candidate may be required to undergo a criminal record check. A current driver's licence is highly desirable.

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.
Contact Officer: Dayanand Deshmukh (02) 62078842 dayanand.deshmukh@act.gov.au

**Public Trustee and Guardian
Wills, Estates and Trusts
Trust Officer**

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 40331)

Gazetted: 04 April 2018

Closing Date: 18 April 2018

Details: We are 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 possessing good communication skills to undertake the role of Trust Officer in the Wills, Estates and Trusts Unit. In this role, the successful applicant will administer less complex deceased estates and trusts including, but not limited to, the following responsibilities: Administration of estates including prepare formal documents applying for probate and letters of administration, administration of small estates not requiring formal orders, attend properties, prepare inventories, secure valuables and arrange for packing and removal of furniture and effects, advertise for creditors, arrange payment of proved debts, preparation of correspondence with beneficiaries creditors, solicitors and other interested parties concerning administration of estates; administration of trusts including establishment of trust, providing for advancement and maintenance of beneficiary in accordance with the terms of the trust and statutory powers, distribution at end of trust, preparation of correspondence with beneficiaries and other interested parties concerning the trust.

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

Note: This is a temporary position available for a period of six months. Temporary employment offered as a result of this recruitment process may lead to permanency/promotion as per the Public Sector Management Standards. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@act.gov.au

**ACT Corrective Services
Custodial Operations
Corrections Psychological and Support Services
Clinician**

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 35025)

Gazetted: 04 April 2018

Closing Date: 11 April 2018

Details: The Corrections Psychology and Support Services (CPSS) unit within ACT Corrective Services is currently seeking a suitably qualified professional for the role of Clinician (HP2), within a small but challenging unit. The CPSS unit promotes positive client outcomes through the provision of high quality psychological services and rehabilitation programs for offenders. The successful applicant will provide appropriate assessment and interventions using established principles, techniques and methods, across a number of clinical areas, including completing clinical and administrative data collection and evaluation to standard. Further to this, you will also be able to liaise with carers and other service providers as required, participate in supervision, continuing professional development and performance management. An interest in rehabilitation, the ability to operate effectively in a team, as well as having the capacity to deal with people from a wide range of cultures and backgrounds, in a correctional environment is essential.

How to Apply: Applicants are required to submit four items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria; (3) a current resume; and (4) the names and contact details of two referees (one should be a current Supervisor/Manager). Please ensure you submit all four items.

Note: This is a temporary position available until 20 November 2018, with the possibility of extension.

Contact Officer: Jamie Gray (02) 6205 2440 jamie.gray@act.gov.au

**Public Trustee and Guardian
Wills, Estates and Trusts Unit
Trust Assistant**

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 51108)

Gazetted: 29 March 2018

Closing Date: 9 April 2018

Details: We are an independent ACT Territory Authority providing professional guardianship, financial management and trustee related services. We have a vacancy for a motivated and enthusiastic person to provide administration services in our Wills, Estates and Trusts Unit. Our Wills, Estates and Trusts Unit provides a traditional trustee service comprising Deceased Estates, administration; preparation of Wills and Enduring Power of Attorney, Trust Administration and administration of Confiscated Criminal Assets. In this role the successful candidate will provide administrative support in trust administration including file management, preparing correspondence, undertake searches, maintaining journals, statistics and other records. This role also includes providing clerical and administrative support to the Principal Trust Officer and the Director.

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

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

Contact Officer: Denise Caldwell (02) 6207 9800 denise.caldwell@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

Chief Operating Officer Group

People and Capability

Organisational Development

Senior Manager Organisational Development

Senior Officer Grade A \$137,415, Canberra (PN: 17419)

Gazetted: 29 March 2018

Closing Date: 12 April 2018

Details: The People and Capability branch sits within the Chief Operating Officer Group. The Organisational Development team is responsible for the planning, development and management of programs that enhance the capability of the directorate to meet current and future business requirements. The team coordinates and delivers a range of learning and development programs and initiatives to support directorate operations and build capability. The team is also responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. Transport Canberra and City Services is seeking an experienced leader to for the role of Senior Manager Organisational Development. The position requires excellent people leadership skills and is responsible for the development and implementation of workforce strategies and development programs to support a values based workplace culture and high performing workforce.

Eligibility/Other Requirements: Relevant tertiary qualifications in human resources, organisational development, change management, psychology or extensive experience in these areas or related discipline is mandatory.

Contact Officer: Steven Wright (02) 6207 3943 steven.wright@act.gov.au

Chief Operating Officer Group

People and Capability

Organisational Development

Senior Advisor (Culture and Strategy)

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39223)

Gazetted: 29 March 2018

Closing Date: 12 April 2018

Details: The People and Capability branch sits within the Chief Operating Officer Group. The Organisational Development team is responsible for the planning, development and management of programs that enhance the capability of the directorate to meet current and future business requirements. The team coordinates and delivers a range of learning and development programs and initiatives to support directorate operations and build capability. The team is also responsible for implementing whole of government frameworks and developing and implementing organisational development strategies focusing on culture, capability and performance. The Organisational Development team is seeking a highly skilled, motivated and focused individual with experience designing, implementing and evaluating workplace culture, employee engagement and other workforce development programs to build workforce capability to deliver on the Transport Canberra and City Services (TCCS) Strategic Plan. The successful candidate will have highly developed research and analytical skills as well as excellent oral and written communication skills.

Contact Officer: Bronwyn Chamberlain (02) 6205 6190 bronwyn.chamberlain@act.gov.au

City Places and Infrastructure

City Services

City Presentation/Place Management

Operations Support Officer

Technical Officer Level 3 \$69,148 - \$78,145, Canberra (PN: 10331)

Gazetted: 04 April 2018

Closing Date: 18 April 2018

Details: Transport Canberra and City Services (TCCS) is the ACT Government directorate responsible for delivering service and infrastructure needs for our growing city. City Presentation is a Business Unit within TCCS which is responsible for planning and management of parks and the public domain, including, lakes, street trees, public open space and city places. It protects and conserves the natural resources of the ACT, promotes appropriate recreational, educational and scientific uses of our parks and maintains the look of the city and its environments. City Presentation is seeking a highly motivated candidate to fill the position of Operations Support/Contract Supervisor. The position providing technical support for a variety of urban open space and land management issues and may include; Conduct field investigations, provide recommendations and prepare technical reports and responses to senior management, residents and for Ministerial correspondence; Reviewing, responding to and assessing public land-use permits for events, nature strips, plans and construction activities within specified timeframes; liaising with a number of stakeholders including but not limited to other government directorates, service providers, community groups and residents; performance monitor service providers, conduct asset condition and maintenance audits; provide technical input into the development of policies, procedures and tenders relating to the maintenance and management of urban open space assets; deliver small scale open space projects, repairs and upgrades, ensuring delivery within budget, correct specification and timeframe.

Eligibility/Other Requirements: Current driver's licence (must be a C class or higher). Permanent resident of Australia. Preparedness to wear a uniform. Preparedness to work anywhere in the ACT. Relevant Tertiary qualification or extensive experience in any of the following; Urban Horticulture, Urban Land management or Environmental management. Desirable: Relevant Tertiary qualification or experience in contract management and procurement. Occupational Health and safety Construction Industry Induction 'White Card' and Occupational Health and safety Construction Industry Asbestos Awareness.

Note: An order of merit list may be established to fill future vacancies at level which may arise over the next 12 months.

Contact Officer: Malcolm Gale (02) 6207 5974 malcolm.gale@act.gov.au

City Services

Birrigai

Kitchen Hand

General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: C08798, several)

Gazetted: 03 April 2018

Closing Date: 17 April 2018

Details: Two vacancies exist for highly motivated Kitchen Hands to assist in the commercial kitchen at Birrigai Outdoor School. The successful applicant will have strong interpersonal skills and be required to work under limited direction in a small team environment to ensure that quality service is provided to all visitors. The Birrigai kitchen is a fully functioning commercial kitchen adjoining a dining area which seats approximately 150 people. The kitchen caters all meals, breakfast, lunch and dinner, while also preparing cakes and slices for morning and afternoon tea.

Eligibility/Other Requirements: Birrigai is located 14 km from the nearest public transport and that a reliable vehicle is essential. A travelling allowance of \$18.09 per day is payable.

Note: This is a temporary casual role with large and often multiple groups on site at any given time the hours of the role may vary to ensure that services can be delivered.

Contact Officer: Catherine Ellis (02) 6207 8044 catherine.ellis@ed.act.edu.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Minh Bui 853-80515, Section 68(1), 9 April 2018

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

Jesse Gillard 853-65817, Section 68(1), 20 March 2018

Infrastructure Manager/Specialist 1 \$153,082

Grant Johnston 844-82667, Section 68(1), 4 April 2018

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

Tristan Kearns 853-80419, Section 68(1), 4 April 2018

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

Sarah Kwon 853-79127, Section 68(1), 3 April 2018

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

Caitlin MacLeod 853-30307, Section 68(1), 3 April 2018

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

Ryan Mallard 836-13557, Section 68(1), 8 March 2018

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

Jacquelyn Marks 853-71635, Section 68(1), 28 March 2018

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

Michael Martin 853-80443, Section 68(1), 28 March 2018

Infrastructure Manager/Specialist 1 \$153,082

Conor McNamara 848-83495, Section 68(1), 4 April 2018

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

Bethany Smith 853-74633, Section 68(1), 5 May 2018

Community Services

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

Claire Gasteen 853-80400, Section 68(1), 26 March 2018

Education

School Assistant 4 \$61,214 - \$66,285

Michelle Hawley 853-20678, Section 68(1), 27 March 2018

School Assistant 4 \$61,214 - \$66,285

Daniel McDougall 848-86506, Section 68(1), 4 April 2018

Environment, Planning and Sustainable Development

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

Kirsty Babington 853-70819, Section 68(1), 28 March 2018

Health

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

Patricia Attard 853-51810, Section 68(1), 15 March 2018

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

Sara Carter 845-02189, Section 68(1), 26 March 2018

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

Eric Choi 831-24833, Section 68(1), 23 March 2018

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

Loida Cristobal 845-01899, Section 68(1), 23 March 2018

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

Michael De Jesus 853-52055, Section 68(1), 22 March 2018

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

Nelle Forster-Berghuis 853-64056, Section 68(1), 31 March 2018

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

Sheena George 853-63328, Section 68(1), 22 March 2018

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

Michael Goodgame 853-78976, Section 68(1), 9 April 2018

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

Martin Mathew 857-43574, Section 68(1), 23 March 2018

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

Tegan Packer 853-62851, Section 68(1), 22 March 2018

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

Gia Paravara John 845-02066, Section 68(1), 22 March 2018

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

Joice Perunnilathil Joseph 850-41812, Section 68(1), 15 March 2018

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

Shailender Punj 840-50186, Section 68(1), 22 March 2018

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

Jodi Russell 853-62544, Section 68(1), 5 April 2018

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

Abhisekh Silwal 848-83866, Section 68(1), 22 March 2018

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

Matthew Slarke 845-04512, Section 68(1), 23 March 2018

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

Priscilla Tron 843-89219, Section 68(1), 26 March 2018

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

Jonathan Twinn 847-25892, Section 68(1), 23 March 2018

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

Skye Young 848-20582, Section 68(1), 26 March 2018

Justice and Community Safety

Ambulance Support Officer 1 \$54,949 - \$58,394

Renee Cummings 853-80793, Section 68(1), 9 April 2018

Ambulance Support Officer 1 \$54,949 - \$58,394

Tracey Ellis 827-30428, Section 68(1), 9 April 2018

Ambulance Support Officer 1 \$54,949 - \$58,394

Duane Fogarty 835-04473, Section 68(1), 9 April 2018

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

Amy Koole 853-69295, Section 68(1), 4 April 2018

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

Emilie Prior 853-79223, Section 68(1), 4 April 2018

TRANSFERS

Education

Rebecca Smith: 606-56482

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

Canberra Institute of Technology

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

Education, Canberra (PN. 09224) (Gazetted 13 December 2017)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Enterprise Canberra

Cultural Canberra

Events

John Leahy: 827-2160

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. 55367) (Gazetted 11 January 2018)

Revenue Management

Compliance

Kimberley Ojala: 827-31877

From: Administrative Services Officer Class 3 \$60,039 - \$64,616
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 00097) (Gazetted 15 September 2017)

Revenue Management

Compliance

Melissa Lister: 844-81824

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: 55540) (Gazetted 15 September 2017)

Access Canberra

WorkSafe and Construction Services

Construction Occupations & Licensing

Christopher Southwell: 827-28379

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Chief Minister, Treasury and Economic Development
To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 24495) (Gazetted 17 January 2018)

Education

School Performance and Improvement

Learning and Teaching

A&TSIE

Jorge Kapeen: 813-02552

From: School Assistant 3 \$51,053 - \$54,947
Education
To: School Assistant 4 \$61,214 - \$66,285
Education, Canberra (PN. 36363) (Gazetted 22 March 2017)

System Policy and Reform

Early Childhood Policy and Regulation

Children's Education and Care Assurance

Joanne Williams: 827-38489

From: Professional Officer Class 2 \$79,824 - \$91,356
Education
To: †Senior Officer Grade C \$100,462 - \$108,140
Education, Canberra (PN. 14154) (Gazetted 7 February 2018)

Environment, Planning and Sustainable Development

Environment

Parks and Conservation Service

Parks Reserves and Rural Land

Anneliese Gruber: 820-87866

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

Environment, Planning and Sustainable Development

To: Senior Park Ranger 3 \$74,081 - \$78,415

Environment, Planning and Sustainable Development, Canberra (PN. 34403) (Gazetted 22 November 2017)

Health

Canberra Hospital and Health Services

Medicine

Jyothy Gopinathan: 834-44271

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

Health

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

Health, Canberra (PN. 20915) (Gazetted 11 January 2018)

Canberra Hospital and Health Services

Medicine

Sherin Peter: 834-45979

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

Health

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

Health, Canberra (PN. 20123) (Gazetted 11 January 2018)

Performance Reporting and Data

Danielle Rutter: 835-94202

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

Health

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

Health, Canberra (PN. 22982) (Gazetted 1 March 2018)

Justice and Community Safety

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Yumiko Everton: 799-84427

From: Trust Officer Level 1 \$66,025 - \$75,600

Justice and Community Safety

To: Trust Officer Level 2 \$79,066 - \$96,063

Justice and Community Safety, Canberra (PN. 43733) (Gazetted 18 January 2018)

Public Trustee and Guardian

Wills, Estates and Trusts Unit

Giesel Manalo: 844-83192

From: Trust Officer Level 1 \$66,025 - \$75,600

Justice and Community Safety

To: Trust Officer Level 2 \$79,066 - \$96,063

Justice and Community Safety, Canberra (PN. 48999) (Gazetted 18 January 2018)

Emergency Services

ACT Ambulance Service

Ambulance Operations

Matthew O'Toole: 831-21878

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

Health

To: Ambulance Support Officer 1 \$54,949 - \$58,394

Justice and Community Safety, Canberra (PN. 37410) (Gazetted 22 September 2017)

Transport Canberra and City Services

Transport Canberra

Transport Canberra Operations

Operations

Kerriann Ryan: 853-61023

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

Transport Canberra and City Services

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

Transport Canberra and City Services, Canberra (PN. A20191) (Gazetted 4 January 2018)