



ACT Government Gazette

Gazetted Notices for the week beginning 25 October 2018

VACANCIES

Calvary Health Care ACT (Public)

Obstetrics and Gynaecology

Senior Registrar

Executive Level Senior Registrar \$138,667, Canberra (PN: Expected)

Gazetted: 29 October 2018

Closing Date: 18 November 2018

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

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

Reference Number: 20548

Contact Officer: Miffany Callan 6201 6059 miffany.callan@calvary-act.com.au

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

Physiotherapy

Physiotherapist

Executive Level HP1 / HP2 \$65,757 - \$84,816, Canberra (PN: Expected)

Gazetted: 29 October 2018

Closing Date: 19 October 2018

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

Reference Number: 20558

Contact Officer: Jason Whittingham (02) 6201 6960 jason.whittingham@calvary-act.com.au

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

Speech Pathology

New Graduate - Speech Pathology

Executive Level HP1 \$57,941 - \$70,197, Canberra (PN: Expected)

Gazetted: 29 October 2018

Closing Date: 11 November 2018

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

Reference Number: 20468

Contact Officer: Rowena Day Rowena.day@calvary-act.com.au

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

Health Information Service

Senior Health Information Manager

Executive Level HP4 \$100,000 - \$108,000, Canberra (PN: Expected)

Gazetted: 29 October 2018

Closing Date: 11 November 2018

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

Reference Number: 20543

Contact Officer: Toni Paterson Toni.paterson@calvary-act.com.au

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

Infection Control and Staff Health

Infection Control Coordinator

Executive Level RN4 \$100,000 - \$115,000, Canberra (PN: Expected)

Gazetted: 29 October 2018

Closing Date: 5 November 2018

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

Reference Number 20477

Contact Officer: Stephanie Hatte stephanie.hatte@calvary-act.com.au Applications can be forwarded to: <https://calvary.mercury.com.au>

Canberra Institute of Technology

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

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

Corporate Services

Training Initiatives

Liaison Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 54184, several)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: Applications are invited to fill several Liaison Officer positions in a dynamic team with Canberra Institute of Technology (CIT) Training Initiatives Unit. Under the supervision of the Liaison Team Leader you will monitor, review and support the progress of Australian Apprentices including, structured workplace visits; build and maintain relationships and networks with external and internal stakeholders. Applications are welcome from self-motivated candidates with a drive to achieve excellence in customer service. The position requires liaising with internal and external stakeholders to ensure ACT requirements are met and the customer journey is a good experience. 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.

Note: This is a temporary position available for one to two years from 1 January 2019 with the possibility of extension up to but not exceeding five years in total. 'Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, and Section 20 – Direct promotion – general and CIT Enterprise Agreements.'

Contact Officer: Rikki Norris (02) 6207 4877 rikki.norris@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

Access Canberra

Regulations, Solutions and Compliance

Electrical Inspections

Casual Electrical Inspector

Building Trade Inspector \$88,336 - \$100,462, Canberra (PN: C09510)

Gazetted: 26 October 2018

Closing Date: 2 November 2018

Details: Access Canberra Electrical Inspection is looking for an electrician with extensive experience in electrical inspections in the construction industry, to fill a Casual Inspectors roll. 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: You will need to have an ACT Unrestricted Electrical license, and a driver's licence. 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 casual position available for a five year contract, the hours per week will depend on staff availability and your availability, with all work expected to be during business hours. Selection may be based on application and referee reports only.

Contact Officer: Barry Viney (02) 6207 7161 barry.viney@act.gov.au

Office of the Chief Digital Officer

Executive Assistant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 41626)

Gazetted: 31 October 2018

Closing Date: 14 November 2018

Details: The Office of the Chief Digital Officer (CDO) is committed to using digital transformation to make a positive difference to the way government delivers services to the community. We are looking for a highly experienced and motivated person to fill the role of Executive Assistant to the CDO. This is an exciting opportunity to work in a high profile area, supporting a team that includes the CDO as well as three other executives, with an opportunity to work on initiatives that will have whole of government lasting impact. The successful applicant will possess very strong organisational skills with the ability to anticipate and plan ahead, ensuring that the CDO is always prepared no matter what the day may bring. If you have proven experience in delivering high-quality and customer-focussed support to senior executives; enjoy and thrive in managing changing circumstances, are comfortable with multiple priorities and demands, and have the energy to operate in a high paced environment, this could be the job for you! 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.

How to Apply: Suitability for this position will be assessed on your skills, knowledge and behaviour in relation to the duties/responsibilities listed in the Position Description. Applications should include an application coversheet, a Curriculum Vitae and two page response to the Selection Criteria setting out why you are the best person for the Executive Assistant role. We recommended that you speak to the Chief Digital Officer, Bettina Konti (02) 6207 2242 to obtain additional information about the role and your application.

Contact Officer: Bettina Konti (02) 6207 2242 bettina.konti@act.gov.au

Partnership Services

Service Centre

Recruitment and Information Services

Advertising and Executive Contracts Supervisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 08071)

Gazetted: 31 October 2018

Closing Date: 14 November 2018

Details: The Advertising and Executive Contracts Supervisor oversees a small team responsible for executive recruitment and advertising of vacancies in gazette, press, online and www.jobs.act.gov.au. The role guides and supports team members to complete work within key performance indicators and provide quality customer service in line with customer service charter in a high volume customer service setting with multiple stakeholders, including Head of Service office, delegates and Public Sector Management teams.

How to Apply: Please provide a completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae to the Contact Officer.

Applications are to be sent to the Contact Officer.

Contact Officer: Leasha Pitt (02) 6205 0566 leasha.pitt@act.gov.au

Workplace Safety and Industrial Relations

Injury Management Team

Senior Rehabilitation Case Manager

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 09021)

Gazetted: 25 October 2018

Closing Date: 9 November 2018

Details: An exciting opportunity exists in the Injury Management Team within the Workplace Safety and Industrial Relations Division for an enthusiastic and motivated individual who is keen to work in a dynamic, busy and challenging environment. The position of Senior Rehabilitation Case Manager centres on the delivery of high quality, timely and individually tailored case management and return to work services to a diverse range of operational areas. A key aspect of the role is fostering working relationships with managers, employees, and allied health professionals. Essential to the role is proactive communication and the coordination of day to day case management to drive optimum and sustained outcomes. This is a fast-paced operational environment and the ability to meet tight deadlines while managing competing priorities is essential. The successful applicant will have superior problem solving and time management skills and demonstrate resilience and the ability to work in a highly complex environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available for six months 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

Finance and Payroll Services

Payroll Services

Team Supervisor

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 09388, several)

Gazetted: 26 October 2018

Closing Date: 9 November 2018

Details: Do you have a strong focus on customer service, good team management skills and enjoy working in a team environment? The Payroll Services, Team Supervisor could be for you! This role must effectively manage a team in administering payroll services and in delivering 'first class' customer service. It will build and maintain productive relationships; positively influence the workplace culture and drive constructive change in the work environment. You will have expertise in an automated HRMIS; the ability to apply the relevant legislation and employment conditions; and have demonstrated strong communication skills. 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.

How to Apply: Please include a 1-2 page personal pitch and submit along with your resume. Provide examples from your past experience demonstrating your suitability against the Professional and Technical Skills and Knowledge and Behavioural requirements for this role. Also include in your pitch your most memorable workplace achievement and why. Two referees will also be included in your curriculum vitae.

Contact Officer: Deepika Khem (02) 6205 5294 deepika.khem@act.gov.au

Shared Service ICT

Technology Services Branch

Service Assurance

Print Services Coordinator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 38369)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: We are currently looking for an energetic, results-driven person to fill the position of Print Services Coordinator in our Managed Print Services team. This team works in a fast-paced environment, playing a key role

in the operational delivery of the printing and imaging as a service contract between the service provider and Shared Services ICT, on behalf of the ACT Government. The position will liaise with stakeholders to ensure a fit for purpose solution is provided to the business unit and is responsible for delivering customer satisfaction in the resolution of issues relating to the print project.

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

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

Contact Officer: Theodore Merkoureas (02) 6207 9855 theodore.merkoureas@act.gov.au

Economic and Financial Analysis Group

Macroeconomic

Policy Analyst

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 23036)

Gazetted: 29 October 2018

Closing Date: 10 November 2018

Details: The Macroeconomic Branch of the ACT Treasury is seeking an experienced Policy Officer. The successful candidate will have strong interpersonal skills, a collegiate and team focussed approach and well developed communication skills are also required. 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: Tertiary qualifications in Economics and relevant experience in economic policy making.

Contact Officer: Michael Anderson (02) 6207 0243 michael.anderson@act.gov.au

Shared Services

Shared Services ICT

Executive Assistant to Executive Director SSICT

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 14624)

Gazetted: 31 October 2018

Closing Date: 11 November 2018

Details: Are you enthusiastic, have great attention-to-detail and able to work well with others? The Executive Director of Shared Services ICT is seeking an Executive Assistant to provide administrative and secretarial support. The Executive Assistant, along with the Executive Officer, manage the smooth operation of the Shared Services ICT Executive Unit including the Executive Directors schedule, maintaining efficient and effective office systems and demonstrating high quality customer service. The position requires the exercise of sound judgement, flexibility, tact and ability to keep calm under pressure. A commitment to ensuring that the Executive Unit performs to the highest standard is essential. This position reports to both the Executive Director and the Executive Officer, Shared Services ICT.

Eligibility/Other Requirements: Previous experience as an Executive Assistant would be highly regarded.

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

How to Apply: Applicants will provide a two-page pitch (response) outlining relevant skills, experience and how they relate to the duties and capabilities. Your application should include contact details of a referee and a current curriculum vitae.

Contact Officer: Ashlee Hall (02) 6207 5624 Ashlee.Hall@act.gov.au

Strategic Finance

System Innovation Group

Finance/System Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34810)

Gazetted: 29 October 2018

Closing Date: 12 November 2018

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) Strategic Finance is seeking a highly capable Finance/Systems Officer to assist in our strategic financial and budgetary management. The successful applicant will be familiar with the budget process (including use of the Government Budget Management System) and ACT Government annual Financial Statements (including use of Cognos Disclosure Management). The successful applicant will be required to manage the day to day administration of the Directorate's TM1 environment, manage the budget upload process and assist with the production of the monthly reports for business units and executive management groups. You will also be called upon to assist the Strategic Finance team with ad-hoc tasks. 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: Daniel Thompson (02) 6205 0798 daniel.thompson@act.gov.au

Partnership Services

Service Centre

Recruitment

Senior Recruitment Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 41679, several)

Gazetted: 31 October 2018

Closing Date: 14 November 2018

Details: Senior Recruitment Officers manage cases and projects, working on more complex recruitment and HR information requests and customer service issues and with Directorates and senior staff on change management activities. They provide guidance to other staff on quality assurance, and provide operational support to team supervisors. They regularly liaise directly with stakeholders and customers at all levels across the ACT Government about specific requests.

Note: There are several permanent positions and one temporary position with the possibility of extension and/or permanency available for filling.

How to apply: Please provide a completed Application Coversheet; a supporting statement of no more than two pages outlining experience and/or abilities against the Professional and Technical skills and Behavioural Capabilities outlined in the Position Description; and your curriculum vitae to the Contact Officer.

Applications should be sent to the Contact officer.

Contact Officer: Emma Georgiou (02) 6205 2860 emma.georgiou@act.gov.au

Corporate Management

Information Access Team

Freedom of Information Coordinator

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 39169)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: The Information Access Team is looking for a Freedom of Information Coordinator to fill a short term vacancy. The Freedom of Information Coordinator works as part of a small team and is responsible for processing access requests received under the *Freedom of Information Act 2016*. The successful individual will have the ability to interpret legislation, analyse documents and draft decisions in response to requests for information made under the Act. The successful individual will be fully supported in the small high performing team with on the job training and well established processes. The position provides exposure to wide range of activities undertaken by CMTEDD and will allow you to liaise with a range of stakeholders in CMTEDD and other ACT Government Directorates.

Note: This is a temporary position available from 6 November 2018 to 17 May 2019 and is open to ACT Government employees only.

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

Applications should be sent to the Contact Officer.

Contact Officer: Daniel Riley (02) 6207 3153 daniel.riley@act.gov.au

Shared Services

Partnership Services

Service Centre/Service Desk

Human Resource/Finance Service Desk Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 36220)

Gazetted: 30 October 2018

Closing Date: 13 November 2018

Details: Are you a motivated customer service individual interested in Human Resources (HR) and Finance? If so this opportunity may be for you. The Shared Services Service Desk is seeking a customer service professional to join our HR/Finance team. The role covers a wide variety of areas and is responsible for providing front line customer support to ACT Government directorates. As a HR/Finance Service Desk Officer you will: Provide a high level of customer service in responding to customer enquiries on the telephone and via email, actively contributing to achievement of key performance indicators; provide expert advice and guidance on HR legislation, policies and ACT conditions of service to customers and Shared Services colleagues; provide advice on financial policies and procedures, including APIAS (Invoice Automation), invoices and payments; create and maintain records by inputting data into Service Desk systems accurately, within agreed time frames and in accordance with Service Desk processes. Contribute to the maintenance of effective personnel records by inputting data into HR systems. 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: This position requires an ACT Government baseline security clearance which will be completed as part of the induction process if not already obtained.

Note: This is a temporary position available from 12 December 2018 until 8 July 2019 with the possibility of extension and/or permanency. A merit list may be established from this process to fill further temporary or permanent vacancies over the next 12 months.

Contact Officer: Corey Stinson (02) 6205 4618 corey.stinson@act.gov.au

Shared Services

Business Application Management

ICT Support Officer

Information Technology Officer Class 1 \$64,616 - \$73,554, Canberra (PN: 32417)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: Are you keen to showcase your ability to display and develop your technical skills and effective customers focused service through problem solving and exceptional communication skills? Are you keen to join the engine room of Shared Services Business Application Management Branch? The Education Information Communication Technology (ICT) team is seeking applications from suitably experienced staff to perform the role of Education ICT Support Officer within our Software and Licensing Team. This Team is responsible for the lifecycle management of software requirements supporting the Education Directorate, for both Schools and ACT Government Central Office staff. The successful applicants will provide technology advice and guidance to customers and prioritise and manage workflows and support the team to achieve deliverables in an Information Technology Infrastructure Library (ITIL) environment. Chief Minister, Treasury and Economic Development Directorate (CMTEDD) supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Note: This is a temporary position available until 2 August 2019 with the possibility of extension.

How to Apply: Applications should include a supporting statement of no more than two pages outlining your experience against the required capabilities. Please also provide contact details of at least two referees and a current Curriculum Vitae (CV).

Contact Officer: Jennifer Cashmore (02) 6207 6615 jennifer.cashmore@act.gov.au

Access Canberra

Projects Governance and Support

Legal Unit

Solicitor - Legal Unit - Access Canberra

Legal 1 \$61,785 - \$124,436, Canberra (PN: 16962)

Gazetted: 30 October 2018

Closing Date: 15 November 2018

Details: The Legal Unit of Access Canberra is seeking a suitably qualified and experienced solicitor to join our small team in providing legal advice to management and staff across Access Canberra on a diverse range of complex and interesting matters. In particular, you will provide in house legal support to various divisions ranging from Workplace Protection, Construction Compliance, Community, Business and Transport Licencing, Construction, Environment and Workplace Licencing, Environment Protection. Your advice may assist with investigation of incidents and the subsequent preparation of briefs of evidence and witness statements. You will be required to manage and provide guidance in relation to subpoenas and third party production requests received by various areas of Access Canberra. You will be required to provide advice in relation to various notices, including undertakings and reviews of notices. You may be required to prepare reports and recommendations associated with policies and activities and assist in the development of policies, procedures and advise on legislative reform initiatives. 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: Admitted to practice as a legal practitioner in the ACT.

Note: This is a temporary position available as soon as possible until 10 May 2019 with the possibility of extensions and/or permanency. This position is part-time at 22:05, three days per week and the full-time salary noted above will be paid pro-rata. This is a part-time position, three days per week. Selection may be based on application and referee reports only.

How to Apply: Two current referee reports are to be submitted with application.

Contact Officer: Radmila Andric (02) 6207 4988 radmila.andric@act.gov.au

Branch Manager and Registrar (Senior Executive Service)

Executive Level 1.3 \$220,110 - \$229,398 depending on current superannuation arrangements, Canberra (PN: E1079)

Gazetted: 30 October 2018

Closing Date: 6 November 2018

Details: Expressions of interest (EOI) are sought for an important new position of Branch Manager and Registrar, Secure Local Jobs in the Chief Minister, Treasury and Economic Development Directorate. The position will commence from 21 November 2018 until 30 June 2019 with the possibility of extension. The Branch Manager performs the statutory functions of the Registrar, Secure Local Jobs Code and is appointed in accordance with the *Government Procurement Act 2001*. The role leads the Secure Local Jobs Code certification scheme and register and assists Territory entities and tenderers meet their obligations by undertaking compliance, enforcement, quality assurance, education and awareness raising activities. A small team will provide secretariat support for the Secure Local Jobs Code Ministerial Advisory Council which will monitor and review the implementation of the new arrangements. Interested applicants should submit a 'one page EOI' addressing their suitability and availability for the role and current curriculum vitae including the contact details of two referees. Applications are to be sent to the contact officer by COB Friday 2 November 2018.

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

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

Contact Officer: Meredith Whitten meredith.whitten@act.gov.au (02) 6205 5147

Economic Development Directorate

VisitCanberra

Partnerships and Distribution Manager

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

Gazetted: 31 October 2018

Closing Date: 19 November 2018

Details: VisitCanberra is seeking a positive, dynamic and collaborative Partnerships and Distribution Manager, to join our fast-paced Strategic Partnerships team. You will have experience in the tourism industry, and will contribute to the implementation of VisitCanberra's key international and domestic partnership programs to encourage visitation to Canberra and the region. This includes managing and increasing industry participation in VisitCanberra's international programs, managing VisitCanberra's presence at key business-to-business events, and managing relationships with key partners including airlines, international distribution partners, online travel agencies and Tourism Australia and other relevant internal and external stakeholders. Manage VistCanberra's participation and presence at tourism trade and business to business events including the Australian Tourism Exchange. Develop and share knowledge by proactively contributing to other areas of the organisation. This role may involve direct supervision of personnel.

Eligibility/Other Requirements: Relevant experience in the Tourism Industry would be advantageous.

Note: This is a temporary position available from 26 November 2018 to 22 November 2019.

How to Apply: Interested candidates should submit an application of no more than two pages against the Selection Criteria, details of two referees and a current Curriculum Vitae.

Contact Officer: Manasi Ahuja (02) 6207 0215 manasi.ahuja@act.gov.au

Corporate

People and Capability

Senior Work Health and Safety Advisor

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 41617)

Gazetted: 30 October 2018

Closing Date: 15 November 2018

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is a diverse and exciting Directorate that offers the Senior Safety Advisor the opportunity to work in partnership with Executives and line areas that look after Venues, Events, Arts, Property Management and various Inspectorates as well as contribute to setting the strategic safety direction. CMTEDD is seeking an experienced Work Health and Safety (WHS) professional to join the Corporate People and Capability Branch as one of our Senior Work Health and Safety Advisors. The position will operate as part of a small outcomes focussed team that performs a broad range of strategic Human Resources functions for the Directorate. The successful applicant will have proven technical experience and the ability to provide expert advice and support in safety management strategies, systems and programs, WHS reporting, management of committees and maintaining the Directorate's WHS management system. The successful applicant will have strong work health and safety experience and enjoy a variety of tasks; one day you may be drafting safety procedures and policies and the next you might be undertaking risk management activities out in the field. CMTEDD supports workforce diversity and is committed to creating an inclusive workplace. As part of this commitment, Aboriginal and Torres Strait Islander peoples, people with disability and those who identify as LGBTIQ are encouraged to apply.

Eligibility/Other Requirements: A Certificate IV in Work Health Safety or equivalent experience is highly desirable.

How to Apply: Applications should address the Selection Criteria and be no longer than three pages.

Contact Officer: Leanne Martens (02) 6205 0290 Leanne.Martens@act.gov.au

Community Services

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

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

Housing ACT

Strategy and Viability

Quality Assurance and Risk

Senior Quality Assurance and Risk Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 00089, several)

Gazetted: 30 October 2018

Closing Date: 13 November 2018

Details: Housing ACT is seeking an experienced, enthusiastic and motivated person who is able to work collaboratively as part of team, and undertake a range of audit and review projects in relation to Housing ACT and the Total Facilities Management (TFM) Contract. The successful candidate will have excellent interpersonal and communication skills and be able to develop relationships across a range of roles and levels. Attention to detail, a passion for quality outcomes, flexibility and an ability to work to tight deadlines are important hallmarks sought for this position.

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

Contact Officer: Paul Hewett (02) 6207 1049 paul.hewett@act.gov.au

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

Housing ACT

Specialist Homelessness Service Delivery

Contract Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 30963)

Gazetted: 29 October 2018

Closing Date: 12 November 2018

Details: Contract Officers within Specialist Homelessness Service Delivery provide advice and support to a range of stakeholders and work collaboratively with service providers to ensure that ACT government's strategic goals on homelessness can be met. Specialist Homelessness Service Delivery plays a pivotal role in ensuring that people who are homeless or who are at risk of homelessness in the Canberra community have access to high quality support services that assists in breaking cycles of disadvantage and homelessness. The position assists in contract and program management and service delivery arrangements for the Specialist Homelessness Sector and community housing providers in the ACT. Stakeholder engagement and communication skills are integral to the position. This occupant will work individually as well as closely with other team members, and should have the capacity for innovation within the workplace and be willing to think outside the box.

Contact Officer: Michelle Anderson (02) 6205 3305 michelle.anderson@act.gov.au

Strategic Policy

Policy and Performance

Human Services Policy

Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 19594)

Gazetted: 29 October 2018

Closing Date: 5 November 2018

Details: Within the ACT Government, the Human Services Policy team provides advice on a range of areas including children, young people and families, social inclusion and participation, adoption, child protection and youth justice. Our work includes implementing the National Redress Scheme and other relevant recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse, and contributing to national reform initiatives focused on children, young people and families. We are looking for a highly driven, conscientious and experienced policy leader with an aptitude for social policy and related analysis. The Policy Manager is required to work independently as well within and across teams to achieve results. Excellent interpersonal skills are required. Strong communication skills, the capacity to independently project manage, and a proven ability to produce strategic documents, Cabinet submissions and legislation advice, are central to this role.

Eligibility/Other Requirements: Degree qualified in Social Sciences/Public Policy/Law is preferred. An understanding of the policy process in government is desirable but not essential.

Note: This is a temporary position commencing immediately for 12 months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

How to Apply: Interested applicants are asked to send a copy of their Curriculum Vitae, contact details of two referees and a two-page statement addressing the selection criteria (including key examples).

Contact Officer: Sarah Anderson (02) 6207 1090 sarah.anderson@act.gov.au

Strategic Policy

Policy and Performance

Human Services Policy

Senior Policy Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 35626)

Gazetted: 29 October 2018

Closing Date: 5 November 2018

Details: Within the ACT Government, the Human Services Policy team provides advice on a range of areas including children, young people and families, social inclusion and participation, adoption, child protection and youth justice. Our work includes implementing the National Redress Scheme and other relevant recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse, and contributing to national reform initiatives focused on children, young people and families. We are looking for an enthusiastic and conscientious Senior Policy Officer with an aptitude for legislative analysis, policy development and implementation. The Senior Policy Officer is required to work independently as well within and across teams to achieve results. Excellent interpersonal skills are required. Strong communication skills, and a proven ability to produce policy analysis, legislation advice and Cabinet submissions, are central to this role.

Eligibility/Other Requirements: Degree qualified in Social Sciences/Public Policy/Law is preferred. An understanding of the policy process in government is desirable but not essential.

Note: This is a temporary position commencing immediately for 12 months with the possibility of extension and/or permanency. Selection may be based on written application and referee reports only.

How to Apply: Interested applicants are asked to send a copy of their Curriculum Vitae, contact details of two referees and a two-page statement addressing the selection criteria (including key examples).

Contact Officer: Sarah Anderson (02) 6207 1090 sarah.anderson@act.gov.au

Housing ACT

Specialist Homelessness Service Delivery

Assistant Manager, Specialist Homelessness Service Delivery

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 23955)

Gazetted: 29 October 2018

Closing Date: 12 November 2018

Details: An exciting position as Assistant Manager has become available in Housing ACT's Specialist Homelessness Service Delivery Unit. Specialist Homelessness Service Delivery plays a pivotal role in ensuring that people who are homeless or who are at risk of homelessness in the Canberra community have access to high quality support services that assists in breaking cycles of disadvantage and homelessness. The position oversees contract and program management, and service delivery arrangements for the Specialist Homelessness Sector and community housing providers in the ACT. Stakeholder engagement, project development, communication and negotiation are integral to the position.

Eligibility/Other Requirements: Relevant tertiary qualifications eg: Social Science or experience in a similar environment would be advantageous.

Contact Officer: Michelle Anderson (02) 6205 3305 michelle.anderson@act.gov.au

Strategic Policy

Chief Information Officer

Records Management Unit

Records Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 23208)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: Community Services Directorate is seeking applications from highly motivated, conscientious and suitably qualified people to join the Directorate in a job share (two days per week) arrangement, as the Records Manager. You may be a seasoned information management professional or you may have transferable experience – but you will have strong core skills which can be successfully applied/transferred to the Records Management environment. We are looking to transition the Directorate to a fully digital records management environment. The

qualities we are seeking include: strong skills in strategic and analytical thinking, stakeholder engagement/management, leadership and staff development, project management, communication, negotiation, written and representation skills. You will be self-motivated, responsive, and show initiative, sound judgment, professional resilience and personal drive. You can think on your feet and work effectively under pressure. Note: This is a part-time temporary position available for immediate start until 27 September 2019 at 16 hours per week. This is a job share position working Monday and Tuesday. The salary noted will be paid pro rata. This position is being readvertised and previous applicants will be considered and will not have to reapply. Contact Officer: Garry Taylor (02) 6205 2817 garry.taylor@act.gov.au

Cultural Facilities Corporation

Canberra Theatre Centre

Operations

Technical Producer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 3571)

Gazetted: 29 October 2018

Closing Date: 12 November 2018

Details: The Canberra Theatre Centre is looking for interested applicants to fill the position of Technical Producer. The position provides high level client service to productions and assists the Technical Director in the management of the technical departments. Applicants will need to have proven knowledge and experience in professional performing arts theatre venues. The Technical Producer also provides support for all areas in the Canberra Theatre Centre.

Eligibility/other Requirements: The position requires the employee to perform a number of physical activities such as working at heights, carrying equipment in excess of 15kg, operate elevated platforms, and climb stairs and ladders.

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

How to Apply: Applications must address the selection criteria.

Contact Officer: Rohan Cutler (02) 6243 5736 rohan.cutler@act.gov.au

Applications can be forwarded to: Trudy Collins, HR Adviser, PO Box 939 Civic Square, ACT 2608 or email CFC.HR@act.gov.au

Education

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

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

Office for Schools

South Weston Network

Telopea Park School

Administrative Service Officer Finance

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 30666)

Gazetted: 26 October 2018

Closing Date: 9 November 2018

Details: An exciting opportunity exists to join the administration team at Telopea Park School. Telopea Park School is a unique Bi-national school with a diverse student population. As a member of the Administration/Finance Team the successful applicant will be required to manage all of the school's finances and finance office administrative systems.

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

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

School Performance and Improvement

South and Weston Network

Alfred Deakin High

Administration Support Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 31592)

Gazetted: 26 October 2018

Closing Date: 9 November 2018

Details: Alfred Deakin High School is seeking a highly efficient, organised and self-motivated person to undertake the role of Admin Support Officer. The successful applicant will assume responsibility of Central services and possess high level administrative skills with meticulous attention to detail. The successful applicant will have the ability to build and foster relationships with all stakeholders, work in partnership supporting the Deputy Principal, Business and Facilities Manager and staff throughout the school to deliver a high level of customer service. The school prides itself on providing a high level of customer service and this is a key part of the administrative role. Applicants are strongly encouraged to contact the Contact Officer.

Eligibility/Other Requirements: Knowledge of Sentral and associated management systems; knowledge of Government functions; experience with Timetabling Solutions software; First Aid qualifications or willingness to undertake appropriate training if required. Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to -

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

Note: This is a temporary position available until 27 January 2020. Selection may be based on application and referee reports only.

Contact Officer: Alex Nagy (02) 6142 3879 alex.nagy@ed.act.edu.au

Office for Schools

North/Gungahlin Network

Gungahlin College

Classroom Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 32671)

Gazetted: 29 October 2018

Closing Date: 12 November 2018

Details: Gungahlin College is seeking an enthusiastic and outstanding teacher of Korean with the ability to teach in another Key Learning Area (KLA).

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.

Note: This is a temporary position available until 26 January 2020. Part-time candidates down to 40% can also be accommodated.

Contact Officer: Sabina Imamovic (02) 6142 1000 sabina.imamovic@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Wanniassa School

Preschool Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 07581)

Gazetted: 26 October 2018

Closing Date: 9 November 2018

Details: Wanniasa P-10 School is seeking a passionate, energetic and collaborative educator for our Preschool 2019. The successful applicant will establish strong and effective working partnerships with families and the community and continue the high level of parental engagement with our the Preschool and beyond. The teacher will have strong skills and capacity in developing, implementing and evaluating relevant educational programs in line with the National Quality Framework and the Early Years Learning Framework. The successful applicant will contribute to the P-10 vision of Wanniasa School and work collaboratively within the preschool and across the wider school community.

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.

Note: This is a temporary position available for 12 months with the possibility of extension and/or permanency. 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: Cymantha Cantrill (02) 6142 1840 cymantha.cantrill@ed.act.edu.au

North Canberra/Gungahlin

Majura Primary School

LSUA Classroom Teacher

Classroom Teacher \$64,411 - \$101,821, Canberra (PN: 18013)

Gazetted: 26 October 2018

Closing Date: 9 November 2018

Details: Majura Primary is seeking an experienced Classroom Teacher for our Learning Support Unit Autism (LSUA) which opened in 2017. We are a growing school in the inner north, with a diverse student population. We run a variety programs which our LSUA students participate in, including the Stephanie Alexander Kitchen Garden and release programs. We are looking for a teacher who will engage in professional dialogue and collaborative planning with colleagues to ensure the delivery a differentiated program to meet the needs of our students.

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

Note: This is a temporary position available from 28 January 2019 for 12 months with the possibility of extension. 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: Emma Aschenberger (02) 6142 3140 emma.aschenberger@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Kingsford Smith School

Building Service Officer 3 (BSO3)

General Service Officer Level 8 \$64,188 - \$67,825, Canberra (PN: 28972)

Gazetted: 26 October 2018

Closing Date: 9 November 2018

Details: Kingsford Smith School is seeking highly motivated individual for the position General Service Officer (GSO8). The successful candidate is expected to be proactive, exercise judgement and initiative and work with limited supervision. The successful applicant will be required to determine priorities, supervise and monitor contractors; assist in implementing annual building and grounds maintenance programs; support the school's sustainability initiatives as required; possess skills and experience to undertake emergency and other repairs to a trade/industry standard or ensure standard is met.

Eligibility/Other Requirements: Prior to commencing in this role the following is required: a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on

Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804, Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

Note: This is a temporary position available until 27 January 2020.

Contact Officer: Lyndsee Mahl (02) 6142 3403 lyndsee.mahl@ed.act.edu.au

School Improvement and Performance

North Canberra/Gungahlin Network

Harrison School

Youth Worker

School Assistant 4 \$61,214 - \$66,285, Canberra (PN: 28855)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: The successful applicant will be required to develop, implement and manage programs appropriate for young adolescents aimed at engaging them in learning and enhancing their social skills and personal development. The Youth Worker position duties will also include assisting students to access appropriate external community-based youth support services and programs that will support school connectedness and general health and wellbeing. The applicant should possess sound knowledge and understanding of current issues affecting young people.

Note: This is a temporary position available until 29 October 2019. This position is part-time at 33.45 hours per week and the full-time salary noted above will be paid pro-rata.

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

Contact Officer: Debbie Carne (02) 6142 2200 debbie.carne@ed.act.edu.au

Building Services Officer (BSO2)

General Service Officer Level 6 \$54,949 - \$57,445, Canberra (PN: 41315)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: Margaret Hendry School is seeking an experienced officer for the position of Building Services Officer (BSO). The position duties will be required to maintain school buildings and grounds in a clean and tidy condition with a regard to safety and security hazards; complete emergency and other repairs to trade/industry standard and ensure this standard when organising and overseeing emergency repairs; undertake relevant administrative tasks as required; ensure compliance with risk management and safety documentation requirements. The successful applicant should demonstrate a willingness to work with the school community to achieve sustainability initiatives. The successful applicant will demonstrate a commitment to sustainable practices and a love of children and community.

Eligibility/Other Requirements: Desirable skills in the successful applicant include knowledge of digital technology systems, hardware and horticulture. Prior to commencing in this role the following is required: a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804, Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training.

Contact Officer: Kate Woods (02) 62053313 kate.woods@ed.act.edu.au

Learning Support Assistant

School Assistant 3 \$51,053 - \$54,947, Canberra (PN: 41316)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: Margaret Hendry School is a new P- 6 school located in the suburb of Taylor in Gungahlin. The enrolment capacity is 650 children. The school is a fully inclusive setting with contemporary spaces developed to facilitate flexible learning options. A highly skilled School Assistant 3 is required to work collaboratively with other educators to offer personalised learning experiences and monitor growth and development of children. The successful applicant will possess strong interpersonal skills and a demonstrated ability to work effectively with all members of staff, children, families and the wider school community. Desirable skills and attributes include training in the delivery of Minilit, an ability to operate with limited supervision and a desire to work with the leadership team to cultivate a positive and inclusive school culture.

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

Contact Officer: Kate Woods (02) 62053313 kate.woods@ed.act.edu.au

Business Services

People and Performance

HR People Services

Casual Building Services Officer

General Service Officer Level 3/4 \$47,087 - \$51,420, Canberra (PN: C08602, several)

Gazetted: 29 October 2018

Closing Date: 31 January 2019

Details: The ACT Education Directorate is seeking enthusiastic and suitable applicants to join our Casual Building Services Officer 1 (BSO1) register. The successful applicants will, in accordance with Directorate policies and under general supervision, maintain the school buildings and grounds in a clean and tidy condition with regard to safety and security hazards. In addition, casual BSOs undertake relevant administrative tasks as required, ensure compliance with risk management and safety requirements and liaise with external contractors. The successful applicants should demonstrate a willingness to work with the school community to achieve sustainability initiatives.

Eligibility/Other Requirements: Prior to commencing in this role the following is required: a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*. For further information on Working with Vulnerable People registration refer to

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804, Mandatory Asbestos Awareness Training and evidence of completion delivered by a Registered Training Organisation is required before commencement, for further information refer to: www.worksafe.act.gov.au/health_safety. An industry recognised qualification in trade skills or equivalent work experience; and a current First Aid Certificate is desirable. Mandatory training in other Work Health and Safety (WHS) procedures will be required during employment, for example: Working at Heights and Sharps training. This position requires a high degree of manual activity and appropriate level of functional physical fitness is required.

Note: There are several casual positions available. This is a casual register.

How to Apply: Complete the "Application for Casual Building Service Officer (BSO)" package only. Addressing the Selection Documentation is not required.

Contact Officer: Tabatha Prado (02) 6205 5000 edusims@act.gov.au

Principal - Birrigai Outdoor School

School Leader A \$150,276 - \$180,443, Canberra (PN: 04144)

Gazetted: 26 October 2018

Closing Date: 9 November 2018

Details: Birrigai School is seeking a dynamic leader with a vision to build the educational offerings focussed on an inclusive learning culture in the outdoors. This unique school is seeking a Principal who can successfully lead

change, build staff capabilities and manage multiple stakeholders, strategically managing the human, financial and physical resources of the setting. The successful applicant will reimagine and synergistically build a range of experiences catering for all ages through Early Years Learning Framework (EYLF), Australian Curriculum (in particular - general capabilities) including student leadership and Science, Technology, Engineering, and Mathematics (STEM).

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.

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

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: Kate Smith (02) 6205 3313 katel.smith@act.gov.au

Office for Schools

Tuggeranong Network of Schools

Lake Tuggeranong College

School Leader B Learning and Teaching

School Leader B \$136,828, Canberra (PN: 04091)

Gazetted: 30 October 2018

Closing Date: 13 November 2018

Details: Lake Tuggeranong College is seeking a School Leader B to join a dynamic and innovative leadership team in progressing the college improvement goals. Specifically, this position drives teacher professional practice and our strategic curriculum design and delivery. The successful candidate will have a passion for coaching and mentoring staff and be able to plan for effective professional learning in a large school setting. They will also have expertise in aligning assessment practices with the curriculum and the individual learning progress of students.

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: Julie Murkins (02) 6142 3666 julie.murkins@ed.act.edu.au

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

School Performance and Improvement

South Canberra

Farrer Primary School

Executive Teacher

School Leader C \$117,515, Canberra (PN: 33608)

Gazetted: 26 October 2018

Closing Date: 9 November 2018

Details: As a member of the leadership team, collaborate and support the implementation of the Annual Action and School Strategic Plans to ensure academic success for all students. Deep understanding and leadership of the implementation of the Australian Curriculum and Early Years Learning Framework.

Eligibility/Other Requirements: Australian Children's Education and Care Quality Authority (ACECQA) approved Early Childhood teaching qualifications are highly desirable. 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: Linda Heath (02) 6205 7911 linda.heath@ed.act.edu.au

School Performance and Improvement

Belconnen Network

Mount Rogers Primary School

Executive Teacher

School Leader C \$117,515, Canberra (PN: 31934)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: Mount Rogers Primary School is situated in the Belconnen region of Canberra. The school is committed to the inclusion of all students and works in partnership with families to ensure the delivery of high quality literacy, numeracy and inquiry practices. With a focus on achieving academic and wellbeing success for all students, the school is committed to continuous improvement through the strategic use of data. Mount Rogers Primary School is seeking a School Leader C (SLC) to support the Principal to develop and achieve school strategic goals to ensure academic success for all students. This position requires an innovative educator with demonstrated experience in leading and building collaborative, solutions focussed teams with a deep understanding of the Australian Curriculum and the needs of the community.

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 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.

Contact Officer: Felicity Levett (02) 6142 2750 felicity.levett@ed.act.edu.au

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

School Performance and Improvement

Tuggeranong Network

Caroline Chisholm School

Executive Teacher

School Leader C \$117,515, Canberra (PN: 03742)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: Coach and mentor staff in effective practice relating to literacy and numeracy; lead the analysis of learning data to guide and implement effective strategies to improve student learning; lead programs to enrich the learning experiences for all students on the junior campus.

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 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.

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: Sally Alexander (02) 6142 3555 sally.alexander@ed.act.edu.au

Office for Schools

Tuggeranong Network of Schools

Lake Tuggeranong College

School Leader Technology

School Leader C \$117,515, Canberra (PN: 12806)

Gazetted: 30 October 2018

Closing Date: 20 November 2018

Details: We are seeking a dynamic teacher/leader to contribute to the strategic and operational goals of the college. This school leadership position has responsibility for the Technology faculty, managing course areas such as Automotive Studies, Building Construction, Furniture Construction, Metal Technology, Food Management and Design and Technology. Design and delivery of many of these courses include the requirements of vocational education and training. The college is committed to quality assessment design and how feedback supports student learning. Faculty facilities include state-of-the-art and industry-leading workshops. Lake Tuggeranong College practices positive psychology as part of its student wellbeing focus; and our classroom teachers are involved in enquiry into evidence-based pedagogies.

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: Julie Murkins (02) 6142 3666 julie.murkins@ed.act.edu.au

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

Environment, Planning and Sustainable Development

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

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

Engagement and Executive Support

Government Services

Community Engagement Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 18749)

Gazetted: 30 October 2018

Closing Date: 13 November 2018

Details: Do you like to collaborate? Are you a creative? Can you design community engagements that people want to be a part of? Then Environment, Planning and Sustainable Development Directorate (EPSDD) has the job for you! We are looking for someone who is resilient and innovative to lead the design and delivery of community engagement to inform the review of the Territory Plan. You will work closely with the project team, community and stakeholders and be an important link in a project that will help to shape the future development of Canberra. Eligibility/Other Requirements: Tertiary qualifications in Communications, Public Relations or Journalism, with a record of achievement in the design and delivery of community engagements.

Note: This is a temporary position available until 31 October 2019 with the possibility of extension. EPSDD will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Karen Wilden (02) 6207 6196 karen.wilden@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

Critical Care

Intensive Care Unit

Intensive Care Specialist

Staff Specialist Band 1-5 \$164,470 - \$202,960, Canberra (PN: 37357)

Gazetted: 01 November 2018

Closing Date:

Overview of the work area and position: The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine (CICM) of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracics and Trauma. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. 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 - \$330,441 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. College of Intensive Care Medicine of Australiana and New Zealand or equivalent specialist qualifications. Tertiary qualifications or equivalent in CICM. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Dr Bronwyn Avard (02) 5124 2440 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

General Surgeon

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 19527)

Gazetted: 01 November 2018

Closing Date:

Overview of the work area and position: The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. This position will be responsible for the provision Colorectal, general and acute/surgical/trauma care for The Canberra Hospital and Calvary Public Hospitals, as well as providing teaching, research and the opportunity to pursue interest in other areas relevant to the role. The position is based at The Canberra Hospital. As with all Staff Specialist appointments, there is also an administrative component to the position. There may also be a teaching component with the ANU Medical School. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 -

\$359,926 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Surgeons or equivalent specialist qualifications. Training in colorectal surgery by the Training board of the CSSANZ. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Melanie Applebee (02) 5124 3207 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 3, 4 Bowes Street PHILLIP ACT 2605

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

Geriatric Medicine

Geriatric Medicine

Staff Specialist Band 1-5

\$164,470 - \$202,960 Senior Specialist \$222,205, Canberra (PN: 03420)

Gazetted: 01 November 2018

Closing Date:

Overview of the work area and position: Canberra Health Services Directorate is seeking highly motivated medical practitioners in Geriatric Medicine for the Division of Rehabilitation, Aged and Community Care; University of Canberra Hospital and Canberra Health Services. One part time (0.8 FTE) permanent position exists for an appropriately qualified and experienced Geriatrician. The University of Canberra Hospital (UCH) is a 140 bed sub-acute rehabilitation hospital providing inpatient rehabilitation, aged care rehabilitation, mental health rehabilitation and outpatient and community based rehabilitation services. This position will report to the Clinical Director of Geriatric Medicine. The position is a cross territory appointment and is expected to work across both University of Canberra Hospital (Older Persons rehabilitation unit) and the Canberra Hospital (Acute Care of the Elderly ward, Sub-Acute Geriatric ward, Geriatric Assessment and Planning Unit) on a rotational basis. Salary, Remuneration and Conditions: Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries. Indicative total remuneration, inclusive of applicable allowances, and assuming 10.5% superannuation, ranges from \$271,472 - \$359,926 Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. Fellowship of the Royal Australasian College of Physicians (either current or likely to obtain shortly) or equivalent specialist qualifications. Be registered under the Working for Vulnerable People Act. Please note prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Note: This is a permanent part time position at 32 hours per week.

Contact Officer: Dr Anil Paramadhathil, Director Geriatric Medicine (02) 6244 2625 anil.paramadhathil@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

Independent Competition and Regulatory Commission

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

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

Economics

Senior Manager, Economics

Senior Officer Grade A \$137,415, Canberra (PN: 27796)

Gazetted: 29 October 2018

Closing Date: 16 November 2018

Details: The ACT's economic regulator—the Independent Competition and Regulatory Commission (ICRC)—is seeking an energetic and collaborative leader for its regulatory economics team. This is a pivotal role within the ICRC, responsible for ensuring the ICRC'S economic and quantitative analysis is robust, accurate and well-informed, and contributes to promoting the well-being of the ACT community. You will work closely with the Chief Executive Officer (CEO) to advise and support the Senior Commissioner in making decisions on a range of complex regulatory pricing and competition issues. You will have extensive experience in applying economic principles in a regulatory, industry or policy environment. You have expertise in engaging with diverse internal and external stakeholders and have led effective consultation processes. You can successfully guide, motivate and develop small specialist teams. Ideally, you will have a strong understanding of energy and/or water policies and regulatory frameworks, and postgraduate qualifications in economics.

Contact Officer: Annette Weier (02) 6207 3150 annette.weier@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

Parliamentary Counsel's Office

Legislative Publishing Section

Legislation Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 42308, several)

Gazetted: 26 October 2018

Closing Date: 9 November 2018

Details: The Parliamentary Counsel's Office is looking for Legislation Officers for the Legislative Publishing Section (LPS) of the ACT Parliamentary Counsel's Office. Under the general direction of the team manager the legislation officer is responsible for legislative publishing (including web publishing), legislative editing, Information Technology (IT) assistance and administrative services. Excellent knowledge of the ACT legislative process, legislative structures, format and styles, and legislative editing and drafting issues is highly desirable. An eye for detail, publishing skills, including publishing technology skills, preferably in legislative or legal fields is also important. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability, to apply.

Note: Two permanent full-time positions are available. Selection may be based on application and referee reports only.

How to Apply: Applicants are required to submit a Curriculum Vitae, provide contact details of at least two referees and a written response to the Selection Criteria with details of their relevant experience and skills to undertake the duties and responsibilities specified in the selection documents. Highlight any specific examples or achievements that will demonstrate your ability to perform the role.

Contact Officer: Karen Brown (02) 6205 3741 karen.brown@act.gov.au

ACT Courts and Tribunal

Magistrates Court

Legal Officer

Legal 1 \$61,785 - \$124,436, Canberra (PN: 37348)

Gazetted: 31 October 2018

Closing Date: 7 November 2018

Details: The ACT Courts and Tribunal is seeking an experienced lawyer for the role of Legal Officer (and Deputy Registrar) within the Magistrates Court Registrar's office of the ACT Magistrates Court. The Deputy Registrar of the ACT Magistrates Court is responsible to the Registrar for the exercise of statutory powers, administrative and management matters. The successful applicants will have effective legal management and analytical skills to undertake the judicial functions and the provision of legal services, including but not limited to alternative dispute resolution. The successful applicants will also provide legal and policy advice as required, exercise sound judgement in relation to the management and investigation of complex and sensitive matters and is expected to be able to build sound working relationships with a range of key stakeholders and represent the Court at inter-

agency meetings. Applicants for this role must have at least three years post admission experience practicing as a Legal Practitioner and are available to start as soon as possible. Interested applicants are requested to submit an Expression of Interest of no more than 1 page providing details of relevant experience and skills to undertake the duties and responsibilities of the role, a copy of current CV and the name and contact details for two referees to Jayne.Reece@act.gov.au by COB on Monday 5 November 2018. The role may be filled by reference to applications and referee reports only.

Contact Officer: Giuliana Tonini (02) 6207 5727 giuliana.tonini@courts.act.gov.au

Legislation Policy and Programs

Executive

Deputy Executive Director, Legislation, Policy and Programs

Executive Level 1.4 \$237,513 - \$247,667 depending on current superannuation arrangements, Canberra (PN: E1050)

Gazetted: 30 October 2018

Closing Date: 13 November 2018

Details: The Justice and Community Safety Directorate are seeking applications for the position of Deputy Executive Director, Legislation, Policy and Programs.

The Deputy Executive Director should be a dynamic leader with excellent communication, organisational and collaboration skills.

Legislation, Policy and Programs Branch is responsible for designing and implementing programs, and progressing policy and legislative reforms across a range of subject matter areas, including:

Civil law;

Criminal law;

Road safety and transport regulation;

Liquor, racing and gaming;

Justice re-investment;

Crime prevention; and

Restorative justice.

The role will work with the existing Deputy Executive Director, and supports the Executive Director, LPP in:

Providing the Attorney General, Minister for Justice, Consumer Affairs and Road Safety and Minister for Police and Emergency Services and Cabinet with high level policy advice across the spectrum of government business matters and ACT law;

Collaborating with other agencies (government and community) to further the ACT Government's law reform agenda; and

Management of the LPP Branch – staffing, budget, reporting and governance

Eligibility/Other Requirements: Legal qualifications, a strong understanding of the development and progress of legal policy, regulatory frameworks and programs would be beneficial.

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

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

How to Apply: Applicants are required to address the selection criteria in two pages, providing details of their relevant experience and skills, with consideration of the executive capabilities, to undertake the duties and responsibilities outlined above, a copy of your current curriculum vitae and the name and contact details of two referees to jobs@act.gov.au

Contact Officer: Richard Glenn (02) 6205 3504 richard.glenn@act.gov.au

Corporate

Strategic Finance

Senior Management Accountant

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 00469)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: Applications are sought for the Senior Officer Grade B role of Senior Management Accountant within the Justice and Community Safety Directorate Strategic Finance. Strategic Finance is seeking a motivated, well organised person who possesses the following skills to effectively perform the role and functions of Senior Management Accountant: A good understanding and has experience in public sector budget processes and financial frameworks; a good understanding of capital and asset reporting; and demonstrated high quality written and verbal communication skills. All enquiries regarding the role can be directed to the Contact Officer.

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

How to Apply: Interested applicants should provide applications of no more than two pages, detailing relevant skills, experience and their motivation for the role. A current Curriculum Vitae should also be provided. All enquiries regarding the role can be directed to the Contact Officer.

Contact Officer: Dean Browne (02) 6205 4013 dean.browne@act.gov.au

ACT Corrective Services

Custodial Operations

Custodial Operations

Compliance Team Leader

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 36293)

Gazetted: 31 October 2018

Closing Date: 14 November 2018

Details: ACT Corrective Services (ACTCS) is offering an exciting opportunity for a highly experienced and enthusiastic person to fill the role of Compliance Team Leader, within Custodial Operations. This position is responsible for managing data analysis and reporting, compliance reviews and records and information management for the Custodial Operations team. The successful applicant will lead, manage and monitor the AMC Executive Support team as well as provide compliance information, operational advice and procedural recommendations to relevant stakeholders. You will also oversee and administer the ACTCS Custodial Operations compliance framework as well as contribute to the development and revision of ACTCS policies and procedures with regard to operational compliance. In addition, you will be responsible for collecting, analysing and interpreting data, generating reports and providing advice, correspondence, reports and briefings as required. Further to this, you will be required to demonstrate high level communication and interpersonal skills in addition to strong leadership, management skills and be able to demonstrate exceptional problem solving and strategic planning ability.

Eligibility/Other requirements: Relevant tertiary qualifications or equivalent experience would be advantageous. A demonstrated knowledge of Custodial Operations. The successful candidate will be required to undergo a criminal record check.

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

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: Corinne Justason (02) 6205 9788 corinne.justason@act.gov.au

Office of the Legislative Assembly

Business Support

Information and Digital Services

Digital Services Officer

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 353)

Gazetted: 29 October 2018

Closing Date: 12 November 2018

Details: The Office of the Legislative Assembly is seeking an enthusiastic individual with experience in website administration - HTML, CSS and XML - as well as programming languages such as JavaScript, Python, Visual Basic and Ruby on Rails. Your role will be to manage the Legislative Assembly website and the processes required to prepare content such as Hansard and videos on demand for publication. Some knowledge of Microsoft Office automation is also required to develop and maintain a suite of macros to assist staff in the generation of

documents. You will also be responsible for providing technical support for the Legislative Assembly broadcasting system which provides live streaming and video on demand of the Assembly and Committee meetings.

Note: This is permanent part-time position working four days per week. The full time salary noted above will be paid pro rata.

Contact Officer: Stuart Row (02) 6207 5919 stuart.row@parliament.act.gov.au

Applications can be forwarded to: OLARecruitment@parliament.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

Finance, Legal and Sustainability

Legal and Contracts

Manager Procurement and Contract Management

Senior Officer Grade A \$137,415, Canberra (PN: 34312)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, building and managing our roads, footpaths and cycle paths, operating our public transport system, and maintaining many of Canberra's lakes and ponds. The Finance Legal and Sustainability Group oversees the financial and legal operations of the directorate and provides essential services and support to each area within TCCS. The Legal and Contracts team is responsible for providing a wide range of legal and contracting advice and assistance to the Business Units on a variety of issues. These include the management of the governance framework for procurement and management of contracts for goods and services across TCCS. The Manager, Procurement and Contract Management is tasked with managing and maintaining the governance and quality framework across the directorate and ensuring all procurements are compliant with the framework. The role is also advisory in nature to ensure the management of the procurement framework across the directorate with the support of Legal and Contracts. The primary responsibilities for this position are to: Report to the Director Legal and Contracts TCCS and liaise closely with ACT Government Solicitors, Procurement Services, TCCS Executives and external legal advisors; co-ordinate, manage and maintain the new governance framework including coordination of assurance reviews to ensure compliance with the requirements of contracts and the Procurement Act for procurement of goods and services within TCCS; maintenance and development of internal processes and procedures which align with the governance framework for procurement and TCCS's core business.

Contact Officer: Kristine Scheul (02) 6205 5054 kristine.scheul@act.gov.au

Suburban Land Agency

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

Program Solutions and Business Operations

Estate Presentation

Senior Manager, Estate Presentation

Infrastructure Officer 4 \$119,340 - \$135,587, Canberra (PN: 41667)

Gazetted: 25 October 2018

Closing Date: 8 November 2018

Details: The Suburban Land Agency is seeking an enthusiastic and experienced person to manage the Estate Presentation team. We are looking for a dynamic and dedicated team leader who is passionate about land

development and estate management. The role works in a fast-paced environment within an Agency that is committed to finding a balance between social, environmental and financial responsibilities. The role requires a person who demonstrates strong leadership, a high standard of stakeholder management and a focus on operational outcomes. The team has responsibility for new estates stretching from Gungahlin to Tuggeranong, as well a diverse range of urban renewal sites. The ability to work productively with the Agency's Development Delivery and Business Operations teams, other ACT Government stakeholders, the community and private sector builder and developers is critical.

Eligibility/Other Requirements: Qualifications in Landscape Architecture, Landscape Design, Horticulture, Arboriculture Sciences, Facilities Management or a related discipline and a driver's licence. Desirable: Construction Industry General Construction Induction "White card"; Statement of attainment - Asbestos awareness; 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 position is available immediately. The Suburban Land Agency will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/ desk

How to Apply: Applications are sought from potential candidates and should address experience and/or ability against the Selection Criteria, contact details of at least two referees and a current Curriculum Vitae.

Contact Officer: Neil Bulless (02) 6207 0264 neilbulless@act.gov.au

Program Solutions and Business Operations

Marketing

Senior Marketing Campaign Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 08020)

Gazetted: 25 October 2018

Closing Date: 1 November 2018

Details: The Suburban Land Agency is seeking an experienced Senior Officer, Marketing to join a team providing critical services to the Agency's Development Delivery groups in the marketing of our greenfield estates and urban redevelopment sites. This is a unique and challenging role will see you providing a range of marketing services, including: identifying and developing innovative strategic marketing and business planning activities in collaboration with other Suburban Land Agency teams; developing and executing cross channel campaigns to drive consumer awareness and engagement; overseeing the implementation of marketing activities for a range of projects, which includes managing external stakeholders such as creative agencies; providing advice, negotiating, liaising and consulting with a broad range of internal stakeholders to ensure cross-functional input into plans, budgets and project management to deliver quality outcomes; and being creative and leading new concept ideas, notably activation sites for the purpose of brand awareness and achieving sales results. You will also have a role in supporting the delivery of a new corporate branding campaign that will drive an increased awareness of the Agency and its role in delivering 'Great places, where communities thrive'.

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

Note: This is a temporary position available for six months with the possibility of extension. The Environment, Planning and Sustainable Development Directorate will be moving to a new workplace designed for activity-based working (ABW) in February 2020. Under ABW arrangements officers will not have a designated workstation/desk.

Contact Officer: Neil Bulless (02) 6207 0264 neil.bulless@act.gov.au

Canberra Health 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

Deputy Director General

Critical Care

Critical Care Administration

Assistant Director of Nursing (Intensive Care Unit)

Registered Nurse Level 4.3 \$130,586, Canberra (PN: 14143)

Gazetted: 01 November 2018

Closing Date: 15 November 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, paediatric and obstetric services, including complex procedures in areas such as Intensive Care Unit, Neonatal Intensive Care, Cardiac and Neurosurgery. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). Overview of the work area and position: The Assistant Director of Nursing (ADON) for the Intensive Care Unit (ICU) holds a senior nursing leadership position within the Division of Critical Care. The ADON in consultation with the ICU Clinical Director provides strategic leadership, direction, planning and operational input to achieve quality patient care and service delivery outcomes within the ICU. The ADON for the ICU reports to the Director of Nursing within the Division of Critical Care.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); experience working at a senior management level. Desirable: An appropriate qualification or experience in the specialty area of Intensive Care and/or Critical Care Nursing; recent experience in an operational management role in an acute care setting; completed post graduate qualification in critical care nursing and/or health management. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Karen O'Brien (02) 5124 3077 karen.o'brien@act.gov.au

Canberra Hospital and Health Services

Cancer Ambulatory and Community Health Support

Nursing

Assistant Director of Nursing - Walk in Centres (WiC's) and Central Outpatients Department

Registered Nurse Level 4.3 \$130,586, Canberra (PN: 18038)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: Canberra Health Services 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 Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. Canberra 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 Canberra Health Services 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. Canberra Health Services 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 Assistant Director of Nursing (ADON) holds a senior nursing leadership position within the Division of Cancer, Ambulatory and Community Health Support. The ADON actively manages and co-ordinates the delivery of services, new centre developments and client flow within the Walk-in Centres (WiCs) and nursing services within the Ambulatory and Community Health Support services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration as a Registered nurse with the Australian Health Practitioner Regulation Agency (AHPRA); and must hold a current driver's licence. Desirable: Relevant post graduate qualifications or equivalent. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; and obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Note: This is a temporary position available for a period of two years with the possibility of extension and/or permanency. An order of merit may be established to fill further positions at level which may arise over the next 12 months.

Contact Officer: Katherine Wakefield (02) 5124 8502 katherine.wakefield@act.gov.au

Deputy Director General

Critical Care

Critical Care Administration

Nurse Unit Manager

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 19373)

Gazetted: 01 November 2018

Closing Date: 15 November 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. The Division of Critical Care is a business unit of Canberra Hospital and Health Services (CHHS). The division provided clinical and academic oversight for: Canberra Hospital Emergency Department: Canberra Hospital's Emergency Department (ED) is the major tertiary referral and trauma centre for the ACT and surrounding region of NSW. Well over 75,000 patients are seen each year and the ED provides care for adults and children of all ages, and specialised assessment and treatment for all illnesses and injuries. A dynamic and highly skilled team aims for excellence in care. Intensive Care Unit: The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The unit satisfies College requirements for training in Neurosurgery, Cardiothoracic and Trauma. The unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. Overview of the work area and position: The Nursing Leadership team is responsible for the strategic and operational management of the Division of Critical Care nursing workforce, ensuring the effective and efficient operations of the Critical Care business units at Canberra Hospital. This position reports directly to the Assistant Director of Nursing, Intensive Care unit and is responsible for the human resource (staff, rostering) and budgets (salaries and operational),

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

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

Contact Officer: Carly Silberberg (02) 6244 3300 carly.silberberg@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women and Babies

Clinical Midwife Manager

Registered Midwife Level 3.2 \$114,377, Canberra (PN: 22174)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: Canberra Health Services 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 Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Services Quality Strategy and government priorities, and aligning them with Canberra Health Services Territory Wide Services Framework. 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. Canberra Health Services 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 Centenary Hospital for Women and Children is a tertiary centre for the ACT and surrounding regional areas providing specialised maternity care to high risk and vulnerable women and babies, along with maternity care for low risk well women and babies. The Canberra Midwifery Program is a continuity care midwifery model, run from the Birth Centre as a 5 bed unit on site, providing maternity care to low risk women preferring low intervention birth. The ACT Health Homebirth Trial is offered to eligible women to have planned homebirth.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration as a Midwife with the Australian Health Practitioner Regulation Agency (AHPRA). Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and comply with ACT Health Occupational Assessment, Screening and Vaccination policy (OMU)

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

Contact Officer: Penny Maher (02) 6174 7392 penny.maher@act.gov.au

Clinical Services

Surgery and Oral Health

Pain Service

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 22430)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: Canberra Health Services (CHS) 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. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of CHS's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic

University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit (PMU), Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The PMU provides evidence based management for patients who have acute pain and/or chronic pain. As a Registered Nurse you will work autonomously, in collaboration with the chronic pain team health professional and/or acute pain anaesthetic team to ensure the individual's pain management is safe and effective. The chronic pain service is in an adult outpatient based clinic and based on active self-management strategies. The Acute Pain Service is an adult and paediatric inpatient based service reviewing CHHS inpatients as required. Providing education in both acute and chronic pain is an essential part of this role and the successfully applicant will need to be able to present to groups of health professional and patients.

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

Contact Officer: Rowena Kilpatrick-Lewis (02) 6244 3011 rowena.b.kilpatrick-lewis@act.gov.au

University of Canberra Hospital

Rehabilitation Aged and Community Care

Drug and Alcohol Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 40166)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: Canberra Health Services (CHS) 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. 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 Mental Health, Justice Services and Alcohol and Drug Services (MHJHADS) Division is a vibrant and diverse division within ACT Health and provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include. Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Adult Community Mental Health Services; Justice Health Services; Dhulwa Mental Health Unit. Overview of the work area and position: The University of Canberra Hospital (UCH), Specialist Centre for Rehabilitation, Recovery and Research is the largest rehabilitation centre in the ACT and surrounds, with capacity for 140 inpatient beds, 75 day places and additional outpatient services. The hospital will bring together rehabilitation services and specialist staff from many locations across Canberra into one purpose-built location—making it easier for people to access the services they need. On 17 July 2018 two services within Specialty Mental Health services opened at the University of Canberra Hospital; a 20 beds Adult Mental Health Rehabilitation Unit (AMHRU) and a 25 day places Adult Mental Health Day Services (AMHDS). AMHRU is an inpatient rehabilitation unit whose aim is to attain and maximise independence through bio- psychosocial rehabilitation in all aspects of daily living for graduated community re-integration. The AMHDS will be located adjacent to AMHRU at UCH, and will focus upon step-down programs, pharmacotherapy, psychological

therapies and healthy living skills. Service delivery for both services is underpinned by evidence based mental health care, the principles of Recovery and the provision of collaborative care involving the person, their carer's and other key stakeholders. Under support and guidance from the dedicated multi-disciplinary team, and Drug and Alcohol Services, the Drug and Alcohol Registered Nurse role within Specialty Rehabilitation will have a particular focus upon people with Alcohol and Drug issues and will be working across both the AMHRU and AMHDS. With support, the Drug and Alcohol Registered Nurse will assess, design and implement evidence based interventions to promote health and well-being that supports a harm minimisation philosophy. Registered Nurse roles are required to undertake professional development and supervision, participate in quality initiatives, contribute to the multidisciplinary team processes as well as providing leadership and supervision of Registered Level 1 and 2 Enrolled Nurses. The role is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Allied Health Assistants, Peer Workers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Mandatory: Be registered (or be eligible for registration) as a Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post Graduate Qualifications (or equivalent) in Mental Health Nursing, or working towards; certificate IV in Alcohol and Other Drugs, or willing to undertake further Drug and Alcohol Training; previous experience of working in a mental health setting; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: The position is fulltime however part-time work will be considered. 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. Applicants should submit a curriculum vitae and address the selection criteria. Please provide the names and contact numbers for two referees (one being your current supervisor).

Contact Officer: Susan Jacques (02) 5124 0220 susan.jacques@act.gov.au

Clinical Services

Rehabilitation Aged and Community Care

Community Care Program

Community Care Program Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 26528, several)

Gazetted: 01 November 2018

Closing Date: 14 November 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. A number of RACC services work collaboratively with the individuals, his/her carers and other services within and external to ACT Health. Overview of the work area and position: The Link team is responsible for providing afterhours nursing services to patients with a broad range of needs within the ACT community by coordinating the afterhours rapid response service for community nursing including weekends and ACT public holidays. This part time role is instrumental to providing effective support to patients in the community to enable them to remain in their own environment wherever possible. The role oversees interventions which actively contribute to the prevention of unnecessary presentations to acute facilities. An

exciting opportunity exists for dynamic, motivated Registered Nurses to gain experience in the progressive and rewarding Community Care Program. The position involves the provision of clinical nursing care and nursing management skills to the residents of Canberra, both in the home environment and in Health Centre Clinics. Nurses interested in working in community nursing should have a wide range of recent clinical experience and be committed to high quality patient centred care with a multidisciplinary focus. The role requires an ability to work autonomously with a high level of problem solving ability. Interested nurses are encouraged to speak with the contact officer to discuss this position.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current drivers' licence. Desirable: Tertiary or postgraduate qualifications and recent experience in a wide range of clinical hospital and/or community health settings. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: The Community Care Program is seeking applications from Registered Nurses for temporary part-time (at 32 hours per week) and full time Registered Nurse Level 2 (RN2) positions and the full-time salary noted above will be paid pro-rata for part-time hours. The various positions are available for up to 14 months with a possibility of extension or permanency. The positions may require weekend and public holiday shifts. An order of merit list may be established to fill future vacancies at level over the next 12 months

Contact Officer: Judith Perry (02) 62051285 judith.perry@act.gov.au

Clinical Services

Surgery and Oral Health

Surgical Wards

Clinical Development Nurse

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 29950)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: Canberra Health Services (CHS) 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 Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework.

Canberra 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. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatient care to consumers requiring elective and emergency surgical procedures. As a major tertiary and trauma referral centre for the ACT and surrounding NSW, Canberra Hospital needs to be equipped and able to manage high volumes of trauma and emergency cases that cannot be provided by other facilities. The Dental Health Program delivers prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. Overview of the work area and position: Ward 10A – General Surgical and Ophthalmology, is a 28 bed inpatient unit delivering patient centred care and focus on the management of patients who have had abdominal surgery and require stoma care. Ward 10A is also responsible for the safe patient centred care to trauma patients. Ward 10A has a great team of nurses who strive to provide positive outcomes for patients through the utilisation of the Team Nursing model. Applications are invited from innovative and committed Registered Nurses with clinical competence in General Surgery and Ophthalmology to backfill the exciting role of Clinical Development Nurse (CDN) for 12 months with the possibility of further extension. The Clinical Development Nurse is expected to have a demonstrated competence in advanced nursing

practice and provide guidance to less experienced nursing staff and students. The applicant will have operational responsibility to the Clinical Nurse Consultant. The CDN will be required to demonstrate experience in clinical teaching and a sound knowledge of adult learning principles to support ongoing clinical education, precept new and junior staff, mandatory skills assessment and competency assessment processes within the clinical practice setting of the General Surgical and Ophthalmology ward. The applicant should demonstrate a willingness to be part of a vibrant and committed organisation that represents a set of values to allow for the provision of high quality health care.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Three years full time post registration in Nursing, experience and demonstrated competence (knowledge, skills and attitude) within the specialities of General Surgical and Ophthalmology nursing, Post graduate qualification in or working towards a higher degree in Education or Cert IV in Training and Assessment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Manuia Saifoloi (02) 5124 3928 manuia.saifoloi@act.gov.au

Deputy Director General

Clinical and Diagnostic Services

Pharmacy

Electronic Medication Management Support Pharmacist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 19647)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community. In close collaboration with the Medications Systems Team within Digital Solutions Division and with oversight from the Deputy Director of Pharmacy (QUM, Research and Education), the Clinical Information Systems Pharmacist and the Medications Systems Team Manager, the EMM Support Pharmacist works to support and improve the use of electronic medication management systems as well as driving clinical quality and safety improvement initiatives in response to data derived from electronic systems.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Postgraduate qualifications (or equivalent) in Clinical Pharmacy, Health Informatics or Management; practical experience in the management of health and/or pharmacy; Information Technology (IT) systems; publication/s within peer reviewed journals. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with

ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Stuart Margison (02) 5124 2121 stuart.margison@act.gov.au

Clinical Services

Mental Health, Justice Health and Alcohol and Drug Services

Adult and Community Mental Health Services

Clinical Psychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 17020)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About Us: Canberra Health Services (CHS) 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. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. 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. Mental Health, Justice Health and Alcohol and Drug Services provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and position: The Older Persons Mental Health Community Team is a specialist mental health assessment and care service for people over the age of 65 years who have, or are suspected of having, a complex mental illness. The multidisciplinary team works within a clinical management model to provide mental health assessment and treatment services within a recovery framework. The Team consists of three sub-teams, the Assessment Team, the Clinical Management Team and the Intensive Treatment Service. The Assessment Team is responsible for the management of referrals, providing initial assessments, clarification of treatment goals and short term treatment. The Clinical Management Team provides longer term follow up to people who present with moderate to severe complexities. The Intensive Treatment Service provides a home based service to people who are in an acute phase of their mental health condition, as an alternative to a mental health inpatient admission. The Clinical Psychologist is a senior clinical position that will sit within any of the three sub teams providing direct person-centred care. At this level the Health Professional Level 3 (HP3) will provide mental health services to people who present with highly complex mental health conditions, including the provision of advanced assessment, recovery planning, clinical coordination and therapeutic interventions, under minimal supervision. This position will take the lead in providing a range of evidence based interventions to improve outcomes for our consumers who have Hoarding Disorder or live in severe domestic squalor. The Clinical Psychologist will also be required to undertake professional development and clinical supervision, participate in quality initiatives, contribute to multidisciplinary team processes and education and training. It is an expectation that the successful applicant will provide supervision to staff at the Health Professional 1 and 2 Levels as well as to students and clinically-related staff (such as Allied Health Assistants).

Eligibility/Other Requirements: Mandatory: Hold general registration with the Psychology Board of Australia; hold an area of practice endorsement in Clinical Psychology; minimum of three years (ideal five years) post qualification experience. Desirable: Approved or eligible for approval as a Psychology Board of Australia Principal; experience

providing direct evidence based practices to people with Hoarding Disorder and people living in severe domestic squalor. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

**Deputy Director General
Cancer, Ambulatory and Community Health Support
Cancer Stream Administration
Social Worker**

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 14822)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Cancer, Ambulatory and Community Health Division is responsible for the care and support of patients who have cancer. Multidisciplinary care and support services are provided for the Canberra and Southern NSW communities at the Canberra Region Cancer Centre and within Ward 4A and Ward 14B at the Canberra Hospital. The Canberra Region Cancer Centre is a world class healthcare facility that brings together cancer treatment and related services that are provided by Medical Oncology, Radiation Oncology, Haematology and Immunology. The care and support of our patients is central to everything we do at the Canberra Region Cancer Centre. Patient-centered care is provided by teams working in an integrative and collaborative manner across services to support patients, carers and families with safe and high quality services. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: The Cancer Psychosocial Service is located in the Canberra Region Cancer Centre (CRCC). This service provides multidisciplinary psychosocial care to patients and their families or carers who attend the Canberra Region Cancer Centre, or who have been admitted into Ward 4A or Ward 14B. Working closely with other disciplines in the CRCC and the wards in Canberra Hospital, the Cancer Psychosocial Service provides leadership in psychosocial care of patients and their families or carers. Services include facilitation of access to resources, responding to crisis, counselling, palliative care and bereavement issues, staff consultation and in-services. Under the direction of the Manager, Cancer Psychosocial Service, the Social Worker is responsible for promoting positive client outcomes through the provision of high quality counselling, assessment and care planning interventions as part of a multidisciplinary team. The Social Worker is required to have an understanding of issues relating to oncology and the impact of cancer on a person and their family/carer, including adjustment to the changes and challenges of a cancer diagnosis and its treatment for patients and families and grief, loss and bereavement counselling and will demonstrate a commitment to working within an Interprofessional environment.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Social Work; be registered (or be eligible for registration) with the Australian Association of Social Workers (AASW); current driver's licence; minimum of three years clinical experience post qualification. Desirable: Previous experience in an Oncology and/or Hospital based social work practice. 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; 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: Brian Lawless (02) 6174 8540 brian.c.lawless@act.gov.au

Deputy Director General

Clinical and Diagnostic Services

Pharmacy

Specialist Dispensary Pharmacist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29808)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: Canberra Health Services 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. Canberra Health Services (CHS) committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Pharmacy; Biomedical Engineering; Acute Support Services; Medical Physics and Radiation Engineering; Nursing Operational Support. Overview of the work area and position: CHS Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community". Under the direction of the Lead Pharmacist and Deputy Director of Pharmacy (Operational), the Specialist Pharmacist for the Dispensary will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, timely, efficacious and patient centred medication supplies. The purpose of this Specialist Pharmacist position is to work closely with the Dispensary Lead Pharmacist, providing seamless transition of supply services between morning and evening weekday dispensary shifts. The position holder will also integrate into the CHHS Pharmacy team and will provide a range of pharmacy services on weekends and public holidays, as rostered and contribute to the on-call pharmacist roster.

Eligibility/Other Requirements: Mandatory: Be registered (or eligible for registration) as a Pharmacist with the Australian Health Practitioner Regulation Agency (AHPRA); competency standards at the Consolidation Level for Advanced Pharmacy Practice, evidenced through a portfolio of evidence; significant experience in a dispensary environment including a high level of familiarity with supplies of S100, high risk and non-formulary medicines; and the provision of medicines information and counselling to patients and/or carers. Desirable: Previous project management, quality improvements and/or research experience; publication/s within peer reviewed journals; 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Sheridan Briggs (02) 5124 2121 sheridan.briggs@act.gov.au

Clinical Services

Executive Director of Medical Services

Education Support Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 02166)

Gazetted: 01 November 2018

Closing Date:

Details: About us: Canberra Health Services (CHS) 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. CHS is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. CHS is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The overall aim of Paediatrics in the Integrated Community and Child Health (ICCH) semester is for students to develop the skills and acquire the knowledge relevant to Paediatrics and Child Health, and other medical practice (e.g. CDS) in the community. The ICCH semester gives a unique opportunity to develop clinical reasoning and skills across a range of different community and hospital based contexts with a focus on Paediatrics. Overview of the work area and position: The position is responsible for placing students into Paediatric specific locations including hospital wards, outpatient clinics and in the broader community, coordinating all aspects of student education in Paediatrics throughout Year Three. The education support position is located on the Canberra Hospital Campus. This position is responsible for the day-to-day administration of the Integrated Community and Child Health (ICCH) Block in Year 3 of the MChD (Doctor of Medicine and Surgery) degree, with emphasis on co-ordination of the paediatrics-teaching program. This position works under the broad direction of the Manager Canberra Hospital Campus and is one of two Education Support Officers of the Canberra Hospital Campus of the ANU Medical School that are physically located within the Academic Unit of General Practice to support the ICCH Block. The position works in close collaboration with the academic head of the paediatrics-teaching program and the Chair of the ICCH Block.

Eligibility/Other Requirements: Desirable: Understanding of the structure and function of the Paediatric services across the ACT; experience with SONIA and Wattle databases and in working closely with students. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

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

Contact Officer: Mitchell McKenzie (02) 6125 4964 mitchell.mckenzie@act.gov.au

Clinical Services

Cancer, Ambulatory and Community Health Support

Radiation and Oncology

Radiation Oncology Therapist

Radiation Therapist Grade 2 \$64,391 - \$88,998, Canberra (PN: 29034)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: New equipment. New technology. New opportunities. Join our friendly, dynamic team at the Canberra Region Cancer Centre, Radiation Oncology Department. Multiple permanent full time positions available. Temporary and part-time will also be considered. Successful applicants will have the opportunity to work in both the planning and treatment areas and contribute to an active teaching and quality improvement program within a dynamic multidisciplinary environment. Do you have what it takes? Are you the one? Overview of the work area and position: The Radiation Oncology Department is located in the Canberra Region Cancer Centre at the Canberra

Hospital and provides state of the art radiotherapy treatment facilities combined with quality care for ACT and regional cancer patients. The department is currently equipped with the latest technology including four Varian linear accelerators with IGRT/IMRT/Stereotactic options, two dedicated CT Simulators, SXRT, Pinnacle 3D RTTPS, iPlan SRS planning system, ExacTrac imaging system, HDR brachytherapy and ARIA Oncology Information System. In 2019 the Department will install and commission two Varian Truebeam Linear Accelerators and the Eclipse Treatment Planning System.

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

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

Deputy Director General
Mental Health, Justice Health and Alcohol and Drug Services
Belconnen Mental Health Team
Clinical Manager
Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 40862)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance of wellbeing and harm minimisation. The participation of people accessing our services, their families and carers is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Speciality Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS), and Justice Health Services. Overview of the work area and position: The nursing position is based in the Belconnen Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new Model of Care (MoC) which will improve the responsiveness and diversity of services offered to people. The new MoC is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing assessment and management of people experiencing mental illness under close supervision. The applicant will be motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes.

Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency 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 Occupational Assessment, Screening and Vaccination policy, (OMU).

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

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

Deputy Director General
Mental Health, Justice Health and Alcohol and Drug Services
Child and Adolescent Mental Health
Clinical Manager
Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 41197)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Mental Health, Justice Health and Alcohol and Drug Services (MHJHADS) provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery, maintenance 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' homes. These services include: Rehabilitation and Speciality Services; Adult Community Mental Health Services (ACMHS); Adult Acute Mental Health Services (AAMHS); Alcohol and Drug Services (ADS); Child and Adolescent Mental Health Services (CAMHS); Justice Health Services (JHS). Overview of the work area and position: Child and Adolescent Mental Health Services (CAMHS) provides assessment and treatment for children and young people who are experiencing moderate to severe mental health issues. Under the direction of the Manager of CAMHS Adolescent Mobile Outreach Service (AMOS), the Health Professional Officer positions work collaboratively as part of a multidisciplinary assertive outreach team to provide assessment and therapeutic intervention to young people at high risk of developing serious, long term mental illness who experience barriers to accessing office-based services. Health Professional Officers within the unit are expected to be actively involved in professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team. Additionally, the role is required to be available to work within all program areas of CAMHS, as service needs arise.

The role will also require the team member to undertake weekend work, professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: For Occupational Therapy: Be registered or eligible for registration with Occupational Therapy Board of Australia; eligibility for professional membership of Occupational Therapy Australia; applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service; must hold a current driver's licence. For Psychology: Be registered or be eligible for general registration with Psychology Board of Australia; applicants must have a minimum of 12 months paid work experience, post qualification, in a related/relevant organisation/service; must hold a current driver's licence. For Social Work: Degree in Social Work; eligibility for membership of the Australian Association of Social Workers; registration or eligibility for registration under the *Working with Vulnerable People Act 2011*; must hold a current driver's licence. Highly desirable for all disciplines: Experience in working with children and young people. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Note: The successful candidate will be required to be available for weekend work on a regular rostered basis and be available to work within all program areas of CAMHS as service needs arise. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Melina Tsembis (02) 6205 1050 melina.tsembis@act.gov.au

Clinical Services

Medicine

Allied Health

Dietitian (Acute Support Nutrition Department)

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 23721, several)

Gazetted: 01 November 2018

Closing Date: 8 November 2018

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

Eligibility/Other Requirements: Mandatory: Degree or Postgraduate qualifications in Nutrition and Dietetics or equivalent; eligible for membership of the Dietitians Association of Australia and eligible for Accredited Practising Dietitian (APD) credential. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; comply with ACT Health credentialing requirements for allied health.

Notes: There are two temporary positions available for a period of eight months. One position full time and one position is part time and the full-time salary noted above will be paid pro-rata. These position(s) may be required to participate in overtime, on call, and rotation roster (including Food Service rotation). Some weekend duty will be required. An order of merit list may be established to fill future vacancies at level over the next 12 months.

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

**Deputy Director General
Surgery and Oral Health
Surgical Wards
Orthoptist**

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 15923)

Gazetted: 01 November 2018

Closing Date: 15 November 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. Overview of the work area and position: The multidisciplinary outpatient Ophthalmology team at Canberra Hospital comprises of orthoptists, nurses, staff specialist ophthalmologists, VMO's and ophthalmology registrars. It is responsible for the coordination and delivery of ophthalmic health care in the ACT. We provide all emergency eye services for the territory, and non-emergency corneal, retinal, paediatric and neuro-ophthalmic clinics. Cataract surgery, and non-retinal eye surgery is performed at Calvary hospital. We aim to ensure effective and efficient patient care is provided in line with ACT health values. We sit within the Division of Surgery, Oral Health, which is also responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions / Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Eligibility/Other Requirements: Mandatory: Eligibility for membership of the Orthoptist Board of Australia; Tertiary qualifications or equivalent are required; minimum of 12 months clinical experience as a qualified Orthoptist. 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 appointment being made; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary position available for a period of 12 months. This is a part-time position available at 29.40 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Barbara O'Brien (02) 5124 5870 barbara.o'brien@act.gov.au

**Deputy Director General
Critical Care
Critical Care Administration
Program Support Officer**

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 40085)

Gazetted: 01 November 2018

Closing Date: 15 November 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 Division of Critical Care is a business unit of CHHS. The division provided clinical and academic oversight for: Canberra Hospital Emergency Department; Capital Region Retrieval Services; Intensive Care Unit; Acute Clinical Services Unit; Research and Service Development Unit. Overview of the work area and position: The Emergency Medicine Education and Training (EMET) Program was established to improve care for patients requiring urgent and emergency care in Australia. The Commonwealth Department of Health has funded ACEM to administer the EMET program since 2011, as a component of the Emergency Medicine Program (EMP). The EMET Program is delivered by Canberra Hospital Emergency Department Specialists to a number of regional Emergency Departments in the surrounding regions. Working closely with Emergency Medicine Specialists within the Canberra Hospital Emergency Department, the Program Support Officer is responsible for coordinating and supporting the EMET program. Under limited direct supervision you will be responsible for liaising with training sites to facilitate their training requirements, confirming training dates and resource availability. The Program Support Officer will collate data and prepare reports on training that has been undertaken for the Australasian College for Emergency Medicine (ACEM). This position is based in the Emergency Department at Canberra Hospital and reports to the Operations Manager, Division of Critical Care.

Eligibility/Other Requirements: Desirable: Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is a temporary position available for a period of two years until 28 February 2021 with the possibility of extension. This is a part-time permanent position available at 7:35 hours per week and the full-time salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only.

Contact Officer: Lindsay Ottaway (02) 5124 4500 lindsay.ottaway@act.gov.au

Clinical Services

Clinical and Diagnostic Services

Operations Support Services

Health Service Officer Level 7 \$59,230 - \$62,549, Canberra (PN: 21523, several)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: Canberra Health Services (CHS) 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: Food Service is a section of Business Support Services (BSS). BSS is committed to timely, responsive and client-focused services and is responsible for the provision of a range of client services. BSS provides a wide range of essential non-clinical operational services including, Strategic Accommodation, security services, sterilising services, Procurement, food services, fleet services, Administrative records management, switch board, mail services and the delivery of volunteer programs. In addition, there a number of compliance related activities that are embedded within the Division. These include risk management processes, quality improvement activities, workplace safety regimes and the consistent and regular review of divisional governance measures. Under broad direction, you will play a key role in providing day to day provision of meals for patients and clients. Additional responsibility will include networking roles with the Nutrition and Clinical across campus.

Eligibility/Other Requirements: Mandatory: Certificate III in Commercial Cookery; Certificate in Food Safety; minimum five years' experience in commercial cookery experience. Desirable: Relevant experience in Microsoft Office Applications and Relevant Food Service IT Systems; current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check.

Note: There are several temporary positions available for a period of 12 months with the possibility of extension and/or permanency. An order of merit list may be established to fill future vacancies at level over the next 12 months. Ability to work rotating shifts including weekends (0700 – 1900).

Contact Officer: Andreas Seibold (02) 6244 3933 andreas.seibold@act.gov.au

CEO Office

Allied Health

Physiotherapy

Rotational Physiotherapist (New Graduate)

Health Professional Level 1 \$57,941 - \$73,823, Canberra (PN: 29691, several)

Gazetted: 01 November 2018

Closing Date: 15 November 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) 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 individual, his/her carers and other services within and external to ACT Health. Overview of the work area and position: The RACC Physiotherapy service is a dynamic team of physiotherapists, exercise physiologists 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, deconditioning, 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 professional supervision from the Lead Professional for Physiotherapy, Physiotherapists are responsible for the provision of physiotherapy services in individual or group based sessions, delivering high quality patient centred care and positive patient outcomes. Physiotherapists will be offered the opportunity to rotate through the variety of Physiotherapy related services within RACC, based at multiple locations. Several temporary positions will become available (on 7th Feb 2019) for newly graduated physiotherapists to join the RACC team as rotational staff members. The RACC Physiotherapy service is a dynamic team of physiotherapists, exercise physiologists 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, deconditioning, 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 outpatient physiotherapy services. Successful applicants will be required to work for any of these services at their relevant locations. Locations include the Canberra Hospital in Garran, the University of Canberra Hospital in Bruce, and health centres in Tuggeranong, Belconnen, Phillip, Dickson and Gungahlin. 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. Professional support is also available from the two full time clinical educators within RACC physiotherapy (one based in the community and one based with inpatient services). Limited supervisory experience may also be offered as we host a number of work experience students and allied health assistant students. All applicants must provide: Two written referee reports (see web site for template: www.health.act.gov.au/employment); a written response addressing the five selection criteria (no more than one page per criteria); a current Curriculum Vitae as part of their written application. Eligibility/Other Requirements: Mandatory: Tertiary qualifications (or equivalent) in Physiotherapy; registered (or eligible for registration) with the Physiotherapy Board of Australia, Australian Health practitioners Regulatory Agency (AHPRA); current driver's licence. 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; comply with ACT Health credentialing requirements for allied health; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: There are several temporary positions available for a period of 12 months. Successful applicants will be offered three month rotations through many (but not all) of these services and locations via a 12 month temporary full time contract (finish 7 Feb 2020). After this initial 12 months, successful candidates will be eligible to apply for any available Health Professional Level 2 (HP2) positions. This position(s) may be required to participate in overtime, on call and/or rotation roster. Selection may be based on written application and referee reports only. Contact Officer: Judy Stone (02) 5124 0074 judy.stone@act.gov.au

**Deputy Director General
Clinical and Diagnostic Services
Pharmacy**

Pharmacy Technician

Technical Officer Level 1 \$54,720 - \$57,369, Canberra (PN: 28632)

Gazetted: 01 November 2018

Closing Date: 15 November 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. Canberra Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The pharmacy department sits in the Division of Clinical Support Services. Clinical Support Services provide a range of services that support the clinical divisions within CHHS. Overview of the work area and position: The Canberra Hospital and Health Services (CHHS) Pharmacy Department have a dynamic, talented team of approximately 100 staff, including: pharmacists, technicians and administration staff. The department provides a range of clinical services to inpatients and outpatients including a number of specialised services. Under the direction of the Deputy Director of Pharmacy Support and Operations the pharmacy technicians will work closely with a team of dedicated and skilled technicians and pharmacists to deliver a safe, efficacious and patient centered service. The pharmacy team charter is "Our competent and professional team will provide a contemporary and forward thinking pharmacy service that gives the best patient focused care possible and is valued by the ACT health community".

Eligibility/Other Requirements: Mandatory: Certificate III in Hospital-Health Services Pharmacy Support or equivalent; experience working in hospital pharmacy; work across multiply CHHS locations. Desirable: The Society of Hospital Pharmacists of Australia (SHPA) membership. 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Sheridan Briggs (02) 5124 2118 sheridan.briggs@act.gov.au

Canberra Hospital and Health Services

Ambulatory Care Support Services

Health Intake

Intake Customer Service Officer

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 17753, several)

Gazetted: 01 November 2018

Closing Date: 15 November 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: Intake Services is a dynamic team of dedicated administrative and nursing staff who manage and coordinate referrals and bookings for services across ACT Health. The busy service handles 15,000 telephone calls and 2000 referrals a month. The Service is proud of its high levels of customer service and its role as the primary access point for ACT Health services. An exciting opportunity exists to join the dynamic, customer focused Intake team, providing appointments and information on ACT Health Intake Services to members of the public over the telephone and via email. The successful applicants will be working as part of a team in a busy call centre environment. They will need to effectively communicate with callers and actively contribute to the achievement of key performance indicators. Eligibility/Other Requirements: Desirable: Applicants will ideally have previous experience working in a busy customer service environment and possess; excellent customer service skills; strong verbal communication skills and the ability to communicate with ease at all levels; written skills with attention to detail; strong organisational skills and ability to prioritise and meet deadlines; capacity to work well within a team; a high level of personal integrity and discretion; sound keyboard skills and the ability to use health based Information Technology (IT) systems. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Bernadette Armati (02) 6205 2339 Bernadette.Armati@act.gov.au

Canberra Hospital and Health Services

Community Health Support Unit

Health Centre Administration

Administration Officer - Community Health Centres

Administrative Services Officer Class 2/3 \$52,991 - \$64,616, Canberra (PN: 15856, expected vacancy)

Gazetted: 01 November 2018

Closing Date: 8 November 2018

Details: About us: Canberra Health Services 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. Canberra Health Services is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The division of Cancer, Ambulatory and Community Health Support provides a comprehensive range of cancer screening, assessment, diagnostic and treatment services and palliative care through inpatient, outpatient and community settings. The division is also responsible for the support functions for ambulatory and community health including the Central Intake team, central outpatients, transcription and community health centre management. Overview of the work area and position: The Health Centres are located across the territory

and staff may be required to work at various sites. The hours are Monday to Friday 8.30am to 5.00pm. There are three Walk-In Centres and these are located at the Belconnen, Gungahlin and Tuggeranong Community Health Centres and staff may be required to backfill in these areas during the week or for backfill opportunities on the weekends. The Walk-In Centre hours are shift and range from 7.30am to 10.00pm 7 days a week. The position requires the applicant to provide support with receptionist duties including telephone enquiries, customer enquiries, records management and administrative support to the various community based services provided within Community Health Centers. The successful applicant will demonstrate good customer service skills including the ability to resolve issues, good communication, liaison skills and organisational skills.

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

Note: This position will be filled at either the Administrative Services Officer Class 2 or Administrative Services Officer Class 3 level, dependant on the skills and experience of the successful applicant. These positions are broad banded positions, please address criteria most appropriate to your experience.

Contact Officer: Steve Sculac (02) 6207 8912 steve.sculac@act.gov.au

Deputy Director General

Clinical Operations

Central Equipment

Central Equipment and Courier Service Officer

Health Service Officer Level 3 \$48,385 - \$49,958, Canberra (PN: 14069, several)

Gazetted: 01 November 2018

Closing Date: 8 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities for CHHS which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Central Equipment and Courier Service (CECS) is a small team responsible for the distribution, maintenance, and record management of various forms of clinical equipment, as well as couriating Pathology specimens and blood products and Pharmaceutical medications across the CCHS campus. Under the direction of the CECS Team Leaders and/or Manager the Health Service Officers will work closely with a dedicated and skilled team to deliver a safe, efficient and effective service for inpatients and associated clients at The Canberra Hospital. The Ward Services Team Charter includes that every day we will; communicate in a polite, clear, honest and open way being respectful of our clients and one another; use good body language and listen attentively to our clients and one another; respect each other's opinions and personal values; seek to understand each other by being non-judgemental, compromising and asking questions considerately when seeking clarification; cooperate to improve client outcomes by creating a caring environment for all treating others the way we wish to be treated and sharing our experiences and skills; take responsibility for our actions, take pride in our work and trust each other to do the same; acknowledge our work colleagues and offer assistance while working toward a common goal. Applications are invited from self-motivated, organised people looking for a challenging and rewarding role within the Central Equipment and Courier Service. Successful applicants will be required to work a rotating roster including evening, weekend and public holiday shift work. Eligibility/Other Requirements: Mandatory: Satisfactory completion of training/demonstrated competence in accordance with requirements for this level; work across multiple CHS locations. Desirable: Experience working in a hospital setting; knowledge of couriating blood products and medications, knowledge of manual handling and

infection control principles. 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; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a part-time permanent position available at 22:05 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Neil Howlett (02) 6174 5217 neil.howlett@act.gov.au

Deputy Director General

Mental Health Justice Health Alcohol and Drug Services

Mental Health Director of Nursing

Nursing Clinical Practice Development Coordinator

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 22810)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services (CHHS) provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Nursing Clinical Practice Development Coordinator plays a significant role in providing clinical nursing leadership and education across the Division. Key duties include, coordinating and delivering evidence based nursing practice and learning and development initiatives in clinical areas, maintaining appropriate records and monitoring the impact of these initiatives on nursing practice. The position works in the Office of the Divisional Director of Nursing (DON). The Office provides professional leadership in the areas of nursing standards, nursing practice and practice development, policy, procedures, guidelines, models of care development and implementation, health infrastructure projects, training and development as well as undergraduate/graduate and post-graduate nurse education and professional supervision across the mental Health Justice Health and Alcohol and Drug Services (MHJHADS) Division. The DONs Office works in close collaboration through the Divisions matrix management structure with Operational Directors and Clinical Directors to ensure that nursing standards and work practices support the delivery of safe, high quality person centred, recovery focussed nursing care in the areas of: Clinical Practice; Nursing Leadership; Partnerships and working collaboratively; Responsive and Sustainable Workforce; Education, Training and Research; Professional Standards and a Positive Work Culture.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); demonstrated senior nursing experience with a minimum 12 months leadership/management experience; post graduate qualifications related to the nursing work undertaken by the Mental Health, Justice Health and Alcohol and Drug Services Division; a current driver's licence. Desirable: Tertiary qualification in Health Management or a related discipline or currently working towards post graduate management qualifications. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Kevin Kidd (02) 6250 3151 kevin.m.kidd@act.gov.au

Clinical Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 26396)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: Mental Health, Justice Health and Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. The participation of the people who use the service, including families and carers, is encouraged in all aspects of service planning and delivery. The Division works in partnership with a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); Justice Health Services. Overview of the work area and position: The nursing position is based in the City Mental Health Team, a multidisciplinary team that is part of Adult Community Mental Health Services (ACMHS). Nursing staff working within MHJHADS are required to support people to achieve their personal recovery goals as identified in their Recovery Plan. The ACMHS provide services for people aged over 18 years and operate from the five Community Health Centres in the ACT (Gungahlin, Belconnen, City, Phillip, Tuggeranong) with a strong focus on the provision of timely and effective mental health interventions. The program is in the final stages of implementing a new model of care which will improve the responsiveness and diversity of services offered to people. The new Model of Care (MoC) is underpinned by principles of recovery and aims to: Increase standardisation of procedures, processes and practices to promote more internal consistency in service delivery and best practice interventions; clarify and delineate of the role and service functions to reduce duplication and inefficiencies, reduce administrative burden on staff and promote more direct clinical contact; provide optimal treatment for people in their homes and community as effective hospital diversion. The successful applicant will be required to work as a member of the multidisciplinary team providing high quality clinical interventions and care, and to achieve of positive outcomes for people. The applicant will be highly motivated to engage in consultative and educative practices with families, carers and other agencies. The successful applicant will also be required to undertake professional development and clinical supervision, participate in quality initiatives, and contribute to multidisciplinary team processes. Providing supervision to staff at the Registered Nurse 1& 2 Levels as well as students is a key part of the role. Importantly the new MoC will allow greater opportunity for clinicians' to deliver discipline specific interventions, with case-loads reflecting strengths based models of care. The position reports to a Team Leader who is based on site in the health centre and is supported by a cohesive multidisciplinary team (including Nurses, Social Workers, Occupational Therapists, Psychologists and Psychiatrists, Allied Health Assistants). This is an exciting opportunity for someone who may be interested in a working in a program that comprises access, hospital diversion, assertive outreach, and community recovery and therapy services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); minimum three years nursing experience in a mental health services, and strong understanding of adult community mental health services. Desirable: Tertiary qualifications in Nursing; Post Graduate Qualification in Mental Health Nursing or working towards such, and 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 Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Jonathan Amirthanathan (02) 6205 1135 jonathan.amirthanathan@act.gov.au

Canberra Hospital and Health Services

Adult Community Mental Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Manager of Access Mental Health

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 21885)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: Mental Health, Justice Health, Alcohol and Drug Services provides health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehabilitation and Specialty Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services (CAMHS); and Justice Health Services. Overview of the work area and position: Adult Community Mental Health Teams are contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people who access the service, their carers and other key services. As Team Leader, you will be responsible for supporting the key strategic directions of the service, promoting change and contributing to service development. In collaboration with medical staff, you will support the provision of evidence-based clinical interventions within standardised clinical processes. You will report against key performance indicators and promote a learning environment for the team premised on utilisation of Learning and Achievement Plans. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists. Access Mental Health provides a centralised access process that aims to provide an identified service entry point to undertake 24hr/7 days per week triage and a thorough mental health assessment that more effectively helps link people with the services that most appropriately meets their needs. Eligibility/Other Requirements: Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social is highly desirable; Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); strong understanding of adult community mental health services; and Current driver's licence. Prior to commencement successful candidates will be required to: comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals; comply with ACT Health occupational screening requirements related to immunisation (OMU); the successful applicant may be required to be registered under the *Working with Vulnerable People (Background Checking) Act 2011*; and undergo a pre-employment Police check.

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

Contact Officer: Russell Robson (02) 6205 2068 russell.robson@act.gov.au

Clinical Services

Clinical and Diagnostic Services

Food and Patient Services

Compliance, Quality and Training Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 40778)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: Canberra Health Services 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 Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services); Pharmacy; Food Services; Domestic and Environmental Services; Sterilising Services; Supply. Overview of the work area and position: The function of the Food Service

Department is to prepare and serve meals and beverages to patients, staff and visitors, as well as the provision of services to other facilities of ACT Health Services north and south of Canberra. The Food Service Department prepares, cooks and serves an average equates to approximately 3000 meals daily for Canberra Health Services and National Capital Private Hospital. Food Service is organised into the following functional areas: Food Service Administration; Operation Support Services - Food preparation and Food Production; Patient Services – Meal Plating and Rethermalisation / Meal deliveries to patients/Menu monitors; Cafeteria – Food, meals and drinks for staff and Guests, stores – Receipt, dispatch and storage of Perishable and Non-Perishable food supplies; external sites, Dhulwa, Community Centres. The Food Services Quality and Compliance Manager is responsible for the oversight of the Food Safety Program based on Hazard Analysis Critical Control Points (HACCP), compliance to food safety standards, the Quality Management System, staff training, management of corrective action and adherence to food safety policies and procedures.

Eligibility/Other Requirements: Desirable: A current driver's licence; recognised tertiary qualifications in Food Safety disciplines, Leadership and Management; experience in Quality Assurance/Food Safety, Food Safety Supervisor qualification including experience in a leadership position. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Andreas Seibold (02) 5124 3933 andreas.seibold@act.gov.au

Deputy Director General

Clinical and Diagnostic Services

Sterilising Services

Quality Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 29396)

Gazetted: 01 November 2018

Closing Date: 8 November 2018

Details: About us: Canberra Health Services 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 Health Services is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of Canberra Health Service's Quality Strategy and government priorities, and aligning them with Canberra Health Service's Territory Wide Services Framework. The Clinical Support Services (CSS) division provides support services across the clinical divisions within Canberra Hospital and Healthcare Services. CSS encompasses a mix of disciplines, including: Biomedical Engineering; Clinical Records Service; Medical Physics and Radiation Engineering; Nursing Clinical Support (including Wardspersons, Hospital Assistants, Ward Clerks, e-Rostering, Nursing and Midwifery Resource Office, After Hours Hospital Management Team, Central Equipment and Courier Service, Tissue Viability Unit, Infection Prevention and Control, and Spiritual Support Services); Pharmacy; Food Services; Domestic and Environmental Services; Sterilising Services; Supply. Overview of the work area and position: Canberra Health Services, Sterilising Services (SS) provides sterilising services to Canberra Hospital (CH), Calvary Public Hospital Bruce (CPHB) and some private clinics within the ACT and surrounding areas of NSW by cleaning, disinfecting and sterilising of Reusable Medical Devices (RMDs). SS provides reprocessing of RMDs, purchasing, instrument repairs and maintenance. SS is organised into the following functional areas: SS at Mitchell, including management and administration; Pre-Rinse Sterilising Unit (PRSU) at CH; Pre-Rinse Sterilising Unit (PRSU) at CPHB; Central Reprocessing Unit (CRU) at Gastroenterology and Hepatology at CH

Eligibility/Other Requirements: Mandatory: Current driver's licence. Desirable: Recognised tertiary qualifications in Health or Nursing or related disciplines; relevant work experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Kavitha Kugathas (02) 6213 3299 kavitha.kugathas@act.gov.au

ACT Health

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

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

Deputy Director General

Public Health, Protection and Regulation

Environmental Health Policy and Projects

Policy Officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 33176)

Gazetted: 01 November 2018

Closing Date: 8 November 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. The Population Health Protection and Prevention Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The Division is headed by the Chief Health Officer who is appointed under the *Public Health Act 1997* and reports to the Director-General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service (HPS) manages risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The Environmental Health Policy and Projects (EHPP) section is responsible for the development and implementation of a wide range of policy items relating to environmental health e.g. food safety, recreational water quality, insanitary conditions, tobacco control and smoke-free, e-cigarettes, and other matters that may impact upon public health. In undertaking such a broad body of work, the EHPP section engages in a number of activities including the development of public information, policy and legislation, consultation material, Ministerial briefings and contributing to related national public health initiatives. EHPP also administers health care facility licenses in the ACT and provides policy support to the operations-based Environmental Health section.

Eligibility/Other Requirements: Mandatory: Tertiary qualification in science based degree in a health-related field. 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 nine months with the possibility of extension and/or permanency.

Contact Officer: Vojkan Stefanovic (02) 6205 1727 vojkan.stefanovic@act.gov.au

Systems, Policy and Research

Public Health, Protection and Regulation

EH Food Team

Public Health Officer

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 29630, several)

Gazetted: 01 November 2018

Closing Date: 15 November 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. The Population Health Protection Prevention Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to

local and national policy, program delivery and protocols on population health issues. The Population Health Protection and Prevention Division is headed by the Chief Health Officer who is appointed under the Public Health Act 1997 and reports to the Director General of ACT Health. The Chief Health Officer is also required to report biennially on the health of the ACT population on specific health-related topics, which is done through the Chief Health Officer's Report. The Health Protection Service is a risk based regulator that manages public health risks and implements strategies for the prevention of, and timely response to, public health incidents. This is achieved through a range of regulatory and policy activities relating to areas such as food safety, communicable disease control, environmental health, emergency management, pharmaceutical products, tobacco control and analytical services. Overview of the work area and position: The Health Protection Service's Environmental Health section includes a Food Safety Team and an Environment Team. The role may involve a variety of public health regulatory activities, including managing small team to deliver those functions such as inspections of food businesses and management of outbreaks or other potential public health risks. The Environmental Health section works closely with other areas of government such as Access Canberra in executing these functions. The role would suit someone with tertiary qualifications and demonstrated experience in managing small Environmental Health teams.

Eligibility/Other Requirements: Mandatory: Undergraduate degree or graduate diploma in Environmental Health that is accredited by Environmental Health Australia (EHA); or have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent. Equivalency of studies and training is determined by senior environmental health staff 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*.

Notes: There are several temporary positions available a period of six months with the possibility of extension. Applicants should call the contact officer for advice on whether they are eligible to apply. An order of merit list may be established to fill future vacancies at level over the next 12 months.

Contact Officer: Radomir Krsteski (02) 6205 1700 radomir.krsteski@act.gov.au

Corporate Services

Corporate and Governance

Governance and Risk

Freedom of Information Coordinator

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 39813)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. ACT Health partners with the community and consumers for better health outcomes by: Delivering patient and family-centred care; strengthening partnerships; promoting good health and wellbeing and improving access to appropriate health care, and having robust safety and quality systems. ACT Health works closely with other ACT Government agencies such as Canberra Health Services, the ACT Government's Community Services Directorate, Justice and Community Safety Directorate, Chief Minister and Treasury Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community service providers. Overview of the work area and position: Freedom of Information (FOI) access applications are managed by the Freedom of Information Unit within the Governance and Risk business unit. The FOI Coordinator is responsible for providing support to line areas in the coordination of information and response to FOI access applications within legislated timeframes. The FOI Coordinator is expected to provide support to the team and undertake other duties within the Governance and Risk business unit as required to ensure key objectives of the unit are met.

Eligibility/Other Requirements: Desirable: Knowledge and understanding of the Territory's Freedom of Information legislation framework and processes would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Geraldine Grayland (02) 6205 2976 geraldine.grayland@act.gov.au

**Health Systems, Policy and Research
Public Health, Protection and Regulation
Epidemiology**

Senior Epidemiologist

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 23742)

Gazetted: 01 November 2018

Closing Date: 15 November 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. The Epidemiology Section, in the Prevention and Population Health Branch, provides population health monitoring and reporting for the ACT population. The Section collects, analyses and disseminates population health information for the purposes of informing public health policy and programs. The Epidemiology Section is seeking an enthusiastic and motivated Epidemiologist to support its current work program. The position largely involves managing the delivery of population health surveys in ACT, facilitating the dissemination of population health information, liaising with stakeholders and interpreting and presenting population health statistics. The role also includes assisting with compiling health reports and indicators for web publication, managing data requests, presenting and publishing the results of epidemiological analysis, including writing population health fact sheets and articles for peer-reviewed publication, preparing reports, Ministerial/Cabinet briefing papers and submissions and correspondence on population health issues in the ACT and other duties that support the work of the Section.

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Science (Health Science; major in Epidemiology or Biostatistics) or Bachelor of Public Health (major in Epidemiology). Desirable: To meet the competencies required for this position, it is highly desirable that applicants have a post-graduate qualification in Epidemiology or Biostatistics. Prior to commencement successful candidates will be required to undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension and/or permanency. Selection to this position requires proof of qualification and registration or membership with the appropriate registration authority or association within Australia. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of duties. Selection may be based on written application and referee reports only.

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

Corporate Services

Corporate and Governance

Governance and Risk

Freedom of Information Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38712)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. ACT Health is committed to the delivery of person and family centred, safe and high quality care in a sustainable health system. This will be achieved with key strategic priorities which includes ensuring the delivery of ACT Health's Quality Strategy and government priorities, and aligning them with ACT Health's Territory Wide Services Framework. ACT Health partners with the community and consumers for better health outcomes by: Delivering patient and family-centred care; strengthening partnerships; promoting good health and wellbeing; improving access to appropriate health care, and having robust safety and quality systems. ACT Health works closely with other ACT Government agencies such as Canberra Health Services, the ACT Government's Community Services Directorate, Justice and Community Safety Directorate, Chief Minister and Treasury Directorate, and emergency services providers such as the ACT Ambulance Service and the Australian Federal Police. Formalised consultative arrangements also exist with a range of agencies, such as the Health Care Consumers' Association (ACT), ACT Medicare Local and mental health, alcohol and drug, and other community

service providers. Overview of the work area and position: Freedom of Information (FOI) access applications are managed by the Freedom of Information Unit within the Governance and Risk business unit. The FOI Officer is responsible for providing strategic support to line areas and FOI Coordinators in the preparation of responses to FOI access applications seeking legal advice, responding to Ombudsman reviews and complaints and the provision of FOI training for the Directorate. The Freedom of Information Officer is responsible for supporting ongoing statutory compliance of the Open Access Information Scheme arising from the *Freedom of Information Act 2016*. The FOI Officer is expected to provide support to the team and undertake other duties within the Governance and Risk business unit as required to ensure key objectives of the unit are met.

Eligibility/Other Requirements: Desirable: High-level experience in Freedom of Information, privacy and legal coordination. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Geraldine Grayland (02) 6205 2976 geraldine.grayland@act.gov.au

Deputy Director General

Health Systems, Policy and Research

Public Health, Protection and Research

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 23945)

Gazetted: 01 November 2018

Closing Date: 15 November 2018

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position. The Environmental Health Policy and Projects (EHPP) section sits within the Health Protection Service (HPS). EHPP develops and implements policy advice, legislation and communications materials on a diverse range of environmental and public health matters, including: Food safety and food business regulation (e.g. guidance material, regulatory tools, procedures, policies, etc); medicine and poisons licencing and regulation, including community pharmacy ownership; smoke-free and tobacco control related policy; insanitary conditions (e.g. those resulting from hoarding); regulation of Health Care Facilities; policy surge capacity for other areas of the Health Protection Service; project works as directed (with a particular focus on emerging issues that straddle sections of HPS and require policy coordination and consultation across areas).

Eligibility/Other Requirements: Mandatory: Tertiary qualification in science or a health-related field. Desirable: Demonstrated experience in policy development (particularly in public health, legislative and/or regulatory environments); demonstrated experience in drafting Government correspondence (such as briefings, cabinet submissions, etc); ability to produce high quality, accurate work within tight deadlines; a strong capacity to liaise effectively with a range of internal and external stakeholders. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Vojkan Stefanovi (02) 6205 1727 vojkan.stefanovic@act.gov.au

APPOINTMENTS

Chief Minister, Treasury and Economic Development

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

Jessica Rose Abel 848-98793, Section 68(1), 29 October 2018

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

Narina Dahms 844-02209, Section 68(1), 31 October 2018

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

Mariya Dovgun 858-57803, Section 68(1), 12 November 2018

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

Qie Li 858-61095, Section 68(1), 30 October 2018

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

Michael James Wenke 858-60834, Section 68(1), 12 November 2018

Community Services

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

Tammy Alley 835-04115, Section 68(1), 1 November 2018

Education

School Assistant 3 \$51,053 - \$54,947

Louise Lynch 848-87066, Section 68(1), 13 October 2018

Environment, Planning and Sustainable Development

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

Alyce Fenwick 858-52287, Section 68(1), 31 October 2018

Park Ranger 1 \$60,039 - \$64,616

Michael Harrison 843-98414, Section 68(1), 1 November 2018

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

Adam Henderson 853-81040, Section 68(1), 1 November 2018

Health

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

Nirosha Kodikara 858-61060, Section 68(1), 5 November 2018

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

Kelly Robinson 857-42125, Section 68(1), 1 November 2018

Justice and Community Safety

Graduate Paramedic Intern \$67,706 plus penalties

Hannah Smith 858-58777, Section 68(1), 29 January 2019

Transport Canberra and City Services

Professional Officer Class 1 \$56,359 - \$78,145

Melanie Couper 853-55969, Section 68(1), 1 November 2018

Bus Operator - Training \$66,212

James De Gruchy 853-35351, Section 68(1), 30 October 2018

Canberra Health Services

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

Catherine Carnevale 853-63213, Section 68(1), 5 November 2018

Allied Health Assistant 2 \$50,040 - \$57,369

Rowena Carpenter 858-60957, Section 68(1), 29 October 2018

Dental Assistant - Unqualified and Qualified \$44,469 - \$61,965

Jade Corbett 857-93248, Section 68(1), 1 November 2018

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

Susan Creagh 845-02461, Section 68(1), 12 November 2018

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

Samantha Frost 846-99786, Section 68(1), 1 November 2018

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

Olivia Greco 845-02525, Section 68(1), 29 October 2018

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

Jomy Joseph 858-58953, Section 68(1), 29 October 2018

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

Emma Matthews 848-84754, Section 68(1), 26 October 2018

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

Lidija Milanovic 853-64144, Section 68(1), 31 October 2018

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

Kara Pearson 853-59812, Section 68(1), 3 November 2018

Dental Assistant - Qualified \$52,996 - \$61,965

Raxaben Thakkar 857-91701, Section 68(1), 31 October 2018

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

Grace Vincent 859-51453, Section 68(1), 30 October 2018

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

Margaret Walsh 859-50864, Section 68(1), 1 November 2018

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

Claire Wiltshire 846-86678, Section 68(1), 29 October 2018

TRANSFERS

Chief Minister, Treasury and Economic Development

Alison Lawrence: 817-50785

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

Community Services

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 01460) (Gazetted 14 August 2018)

Canberra Health Services

Sara Bicker: 844-34091

From: Registered Nurse Level 1 \$63,548
Canberra Health Services

To: Registered Nurse Level 1 \$63,548 - \$84,888
Canberra Health Services, Canberra (PN. 31304) (Gazetted 23 August 2018)

Shane Guy: 795-53993

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

To: Registered Nurse Level 2 \$88,249 - \$93,533
Canberra Health Services, Canberra (PN. 03377) (Gazetted 9 August 2018)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Policy and Cabinet

Belinda Barnard: 799-88102

From: Senior Officer Grade B \$118,319 - \$133,197
Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade A \$137,415
Chief Minister, Treasury and Economic Development, Canberra (PN. 37582) (Gazetted 1 August 2018)

Procurement ACT

Goods and Services Procurement

Matthew Hart: 836-0827

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development

To: †Senior Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development, Canberra (PN. 11178) (Gazetted 14 August 2018)

Property, Procurement and Venues

Goods and Services Procurement

Patrick Mau: 848-68228

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. 17215) (Gazetted 14 August 2018)

Property, Procurement and Venues

Goods and Services Procurement

Shilpa Mehta: 846-89043

From: Administrative Services Officer Class 5 \$74,081 - \$78,415
Chief Minister, Treasury and Economic Development

To: Administrative Services Officer Class 6 \$79,824 - \$91,356
Chief Minister, Treasury and Economic Development, Canberra (PN. 03114) (Gazetted 14 August 2018)

Procurement ACT

Goods and Services Procurement

Elizabeth Philpott: 817-48618

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

To: †Senior Officer Grade C \$100,462 - \$108,140
Chief Minister, Treasury and Economic Development, Canberra (PN. 11740) (Gazetted 14 August 2018)

Property, Procurement and Venues

Goods and Services Procurement

Carla Eve Udvardi: 853-29429

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 14094) (Gazetted 14 August 2018)

Environment, Planning and Sustainable Development

Climate Change and Sustainability

Energy Markets and Renewables

Energy Projects; Energy Policy

Emma Ereaut: 827-60977

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

Transport Canberra and City Services

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

Environment, Planning and Sustainable Development, Canberra (PN. 20092) (Gazetted 20 August 2018)

Chief Operating Officer

People and Capability

Work Health Safety and Wellbeing

Rebecca Louise Smith: 606-56482

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

Education

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

Environment, Planning and Sustainable Development, Canberra (PN. 38765) (Gazetted 7 August 2018)

Transport Canberra and City Services

City Services

Libraries ACT

Amanda Diedricks: 827-49663

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

Transport Canberra and City Services

To: Professional Officer Class 1 \$56,359 - \$78,145

Transport Canberra and City Services, Canberra (PN. 46049) (Gazetted 22 August 2018)

Canberra Health Services

Canberra Hospital and Health Services

Swapna Antony: 844-84419

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

Canberra Health Services

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

Canberra Health Services, Canberra (PN. 19484) (Gazetted 23 August 2018)

Quality, Governance and Risk

People and Culture

Staff Development

Lan Banchit: 827-27675

From: Administrative Services Officer Class 4 \$66,656 - \$72,175
Community Services
To: Administrative Services Officer Class 5 \$74,081 - \$78,415
Canberra Health Services, Canberra (PN. 38498) (Gazetted 13 September 2018)

Canberra Hospital and Health Services

Michelle Christopher: 853-30120

From: Health Professional Level 1 \$57,941 - \$73,823
Canberra Health Services
To: Health Professional Level 2 \$61,784 - \$84,816
Canberra Health Services, Canberra (PN. 29227) (Gazetted 1 January 2000)

Canberra Hospital and Health Services

Yu Lau: 846-85165

From: Health Professional Level 2 \$61,784 - \$84,816
Canberra Health Services
To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 19647) (Gazetted 9 August 2018)

Canberra Hospital and Health Services

Sally Smith: 848-66345

From: Health Professional Level 4 \$100,462 - \$108,140
Canberra Health Services
To: †Senior Officer Grade C \$100,462 - \$108,140
Canberra Health Services, Canberra (PN. 16389) (Gazetted 7 September 2017)

Canberra Hospital and Health Services

James Wei: 838-54633

From: Health Professional Level 2 \$61,784 - \$84,816
Canberra Health Services
To: Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade)
Canberra Health Services, Canberra (PN. 29808) (Gazetted 9 August 2018)

ACT Health

Innovation

Policy and Stakeholder Relations

Matthew Wafer: 835-80687

From: Administrative Services Officer Class 6 \$79,824 - \$91,356
ACT Health
To: †Senior Officer Grade C \$100,462 - \$108,140
ACT Health, Canberra (PN. 27078) (Gazetted 19 April 2018)