



ACT Government Gazette

Gazetted Notices for the week beginning 31 August 2017

VACANCIES

Calvary Health Care ACT (Public)

Supply and Procurement

Supply

Supply Officer

Health Service Officer 4 \$49,598 - \$51,869, Canberra (PN: Several)

Gazetted: 06 September 2017

Closing Date: 21 September 2017

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

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

Reference Number: 15770

Contact Officer: Cobus Wentzel 6201 6132 Gert.Wentzel@calvary-act.com.au

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

Information Technology

ICT Helpdesk

ICT Helpdesk Officer

Information Technical Officer 1 \$64,616 - \$73,554, Canberra (PN: 15734)

Gazetted: 05 September 2017

Closing Date: 21 September 2017

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

Contact Officer: Nick Macintyre (02) 6201 6169 nick.macintyre@calvary-act.com.au Applications can be forwarded

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

Canberra Institute of Technology

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

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

CIT Student and Academic Services

CIT Student Support

Psychologist/Social Worker

Professional Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 54345)

Gazetted: 05 September 2017

Closing Date: 14 September 2017

Details: A dynamic psychologist/social worker is needed to work as a student counsellor with Canberra Institute of Technology (CIT). You will be consulted by a range of students with a broad variety of clinical issues. Counsellors work within the Student Support team and consult teaching staff in relation to student matters. Significant experience in counselling is required as well as an understanding of issues in the Vocational Education and Training sector. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applications from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Tertiary qualifications in Psychology/Social work. For Psychologists: Current registration with the Australian Health Practitioner Regulatory Agency (Psychology Board of Australia). For Social

Workers: Eligibility for membership of the Australian Association of Social Workers (AASW). 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.

Note: This is a temporary part-time position available at 29:40 hours per week for a period of 12 months with the possibility of extension up to two years. The full time salary noted above will be paid pro-rata. Temporary employment offered as a result of this advertisement may lead to permanency/promotion as per the Public Sector Management Standards, Section 14 – Direct appointment of employee – general, & Section 20 – Direct promotion – general and CIT Enterprise Agreements.

Contact Officer: Maeve Castles (02) 6207 3289 maeve.castles@cit.edu.au

Community Work

Teacher Level 1

Teacher Level 1 \$70,519 - \$94,094, Canberra (PN: 51655)

Gazetted: 05 September 2017

Closing Date: 19 September 2017

Details: The Canberra Institute of Technology (CIT) Community Work Department is seeking experienced people with professional knowledge and practical experience in the development and delivery appropriate to teaching a range of Community Work training programs with an emphasis on Mental Health; Alcohol and Other Drugs competencies to the level of the Diploma qualification or above to adult learners. CIT is committed to building an inclusive workplace through a culturally diverse workforce. As part of this commitment we strongly encourage and welcome applicants from Aboriginal or Torres Strait Islander peoples and/or people with a disability.

Eligibility/Other Requirements: Mandatory: New Teacher Level 1.1 to Teacher Level 1.6 must hold or complete a Certificate IV Training and Assessment (TAE40110) qualification or its successor, within the first 12 months of commencement of employment; and at commencement are required to hold a minimum of an Enterprise Skill Set as described in Clause 118 of the Standards for RTOs 2015 and an Advanced Diploma in Adult Learning and Development (or its successor). Industry Experience: All teachers at Teacher Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications. Desirable: Tertiary qualifications relevant to the community services sector including competencies equivalent to those delivered in the relevant VET qualifications from Certificate III to Diploma. At least five years relevant vocational/industrial professional experience in two of the following fields: Alcohol and other drug work, community development, community services, mental health and/or youth work. 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.

Note: This is a temporary position available from 9 October 2017 until 31 December 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 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: Sarah Silver (02) 6207 4354 sarah.silver@cit.edu.au

City Renewal Authority

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

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

Business Operations

Business Operations Manager

Senior Officer Grade A \$137,415, Canberra (PN: 38893)

Gazetted: 31 August 2017

Closing Date: 14 September 2017

Details: The City Renewal Authority is seeking an experienced and high performing Senior Manager to lead business operations for the Authority. The successful candidate will have exceptional communication skills and a

breadth of knowledge and experience in key governance, financial, Human Resources (HR), records management and Board operations and accountabilities. The occupant of the position will be a leader who will work collaboratively with internal and external stakeholders to embed governance and accountability principles and practices in the Authority's operations.

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

Contact Officer: Gary Rake (02) 6207 7248 gary.rake@act.gov.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

Communications and Engagement

Director, Communications and Engagement

Executive Level 1.3 \$228,037 - \$237,944 depending on current superannuation arrangements, Canberra (PN: E728)

Gazetted: 06 September 2017

Closing Date: 13 September 2017

Details: Chief Minister, Treasury and Economic Development (CMTEDD), Communications and Engagement is seeking to fill a temporary vacancy in the position of Director, Communications and Engagement.

CMTEDD Communications and Engagement leads the ACT Government's efforts to deliver high quality communications, ensuring the community is informed and engaged. Its work is focussed on putting the citizen at the heart of all government communications efforts and leading a coordinated and strategic communications effort across the ACT Public Service. Responsible for communications for the directorate, you will have oversight of strategic communications and media and digital and design services for business units as diverse as Access Canberra through to Treasury. You will also have responsibility for protocol, honours, awards and civic events.

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

Contract: The successful applicant will be engaged under a performance based contract until 30 June 2018, with the possibility of extension. Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Anita Perkins (02) 6205 0035 anita.perkins@act.gov.au

Corporate

Corporate Management

Governance

Risk, Business Continuity and Compliance Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 18573)

Gazetted: 05 September 2017

Closing Date: 21 September 2017

Details: Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is responsible for a large variety and number of functions within government and also delivers a broad range of services to the community. All of which have their own specific risk profile and compliance requirements. The Governance Team within Corporate Management is looking for a suitably experienced person to perform the role of Risk, Business Continuity and Compliance Officer. The Risk, Business Continuity and Compliance Officer will provide advice on Division wide risk management, business continuity and disaster recovery planning issues, assist business units to develop and maintain risk management practices in compliance with the Directorate's Risk Framework. The role also supports the Internal Audit Manager with the implementation of the Compliance Review Program, and other tasks in support of the Governance Team priorities.

Eligibility/Other Requirements: The successful applicant should have suitable experience and a sound knowledge and implementation of Risk Management Standards (AS/NZ ISO 31000:2009).

Contact Officer: David Hart (02) 6205 3020 david.hart@act.gov.au

**Enterprise Canberra
Innovate Canberra
Investment and Enterprise Development
Program Officer**

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 35010)

Gazetted: 05 September 2017

Closing Date: 3 October 2017

Details: ACT Government's Economic Development portfolio facilitates the Territory's economic prosperity in line with the Government's commitment to sustainable development (balancing economic, social and environmental considerations). Within that, the Innovate Canberra business unit is service focused and provides a range of business programs and services to private companies, organisations and institutions as well as delivering investment facilitation services through Invest Canberra. Programs cover areas such as innovation capability, commercialisation, export development, information and advisory services and various forms of support and connection to new and emerging entrepreneurs. The successful candidate will manage significant components of innovation programs as well providing assistance in the management of key relationships with stakeholders in ACT's innovation system. The candidate will also assist in the implementation of new initiatives, prepare briefings and provide advice for the Executive and Government on business and industry related issues, and contribute to strategic business policy development. The position is located in the Canberra CBD and requires working in an activity-based working environment.

Contact Officer: Kieran Lawton (02) 6207 5986 kieran.lawton@act.gov.au

**Enterprise Canberra
VisitCanberra
Marketing**

Senior Marketing and Communications Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 56029)

Gazetted: 04 September 2017

Closing Date: 20 September 2017

Details: VisitCanberra is seeking a Senior Marketing and Communications professional to join its fast paced marketing team and lead a range of public relations and campaign related activities. The ideal candidate would have highly developed editorial skills and be comfortable producing high quality written marketing content. They would also be able to guide and manage the production of a range of content styles, such as video and/or images. A good understanding of campaign marketing is also required alongside experience with media planning and scheduling.

Eligibility/Other Requirements: Tertiary qualifications in Marketing, Communications, Journalism, Public Relations or related disciplines. Flexibility to work weekends and evenings on occasion is required.

Note: This is a temporary position available for 12 months with the possibility of extension. This is a readvertised position and previous applicants need not re-apply.

Contact Officer: Brodie Nicholls (02) 6205 5397 brodie.nicholls@act.gov.au

Shared Services

Shared Services Information and Communication Technology (ICT)

Business Application Management

Information Communication Technology Officer

Information Technology Officer Class 2 \$79,824 - \$91,356, Canberra (PN: 16746)

Gazetted: 01 September 2017

Closing Date: 8 September 2017

Details: The Transport Canberra and City Services Shared Services (TCCSSS) Information and Communication Technology (ICT) team is seeking a suitably experienced person for the role of ICT Officer as part of a small team enabling the effective delivery of ICT Services to TCCS staff. The person we are seeking has an appetite for exploring emerging technologies and process re-engineering.

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

Selection may be based on application only.

How to Apply: Applications should include a supporting statement of no more than two pages outlining experience against the selection criteria, along with contact details of at least two referees and a current curriculum vitae (CV).

Contact Officer: Kieran Steele (02) 6205 2701 kieran.steele@act.gov.au

Shared Services

Finance and Payroll Services

Human Resource Systems

Human Resource Systems Member

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 31602)

Gazetted: 06 September 2017

Closing Date: 13 September 2017

Details: The Shared Services Human Resource (HR) System team is seeking a suitably qualified Payroll Administration Team Member.

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

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

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

Contact Officer: Russell Graeber (02) 6207 5869 russell.graeber@act.gov.au

Enterprise Canberra

VisitCanberra

Strategic Partnership and Visitor Services

Partnership Officer

Administrative Services Officer Class 4 \$66,656 - \$72,175, Canberra (PN: 12554 (expected vacancy))

Gazetted: 06 September 2017

Closing Date: 13 September 2017

Details: VisitCanberra is seeking an experienced and dynamic Partnership Officer to provide coordination and support to the Strategic Partnerships and Visitor Services (SPVS) team. The SPVS team are responsible for facilitating, developing and managing a range of targeted tourism trade and industry programs, events and partnerships including the provision of visitor information services. The ideal candidate would have proven administration and organisational skills including computer literacy and ability to manage time and budgets to meet program objectives alongside demonstrated experience in assisting to develop, coordinate and implement specific programs or events. The role requires demonstrated communication skills to foster excellent working relationships with internal and external suppliers and stakeholders. Experience in digital content management, such as databases, and prior experience of working with digital marketing channels is desirable.

Eligibility/Other Requirements: Tertiary qualifications in Administration, Project Management or Communications are desirable. Applicants should possess a current driver's licence and have the ability to work flexible hours including weekends and public holidays.

Note: This position is an expected vacancy. Selection may be based on application and referee reports only.

Contact Officer: David Barker (02) 6207 0760 david.barker@act.gov.au

Infrastructure Finance and Capital Works

Health Infrastructure Finance

Health Infrastructure Services Program

Project Director

Infrastructure Manager/Specialist 1 \$153,082, Canberra (PN: 36269)

Gazetted: 06 September 2017

Closing Date: 13 September 2017

Details: Infrastructure Finance and Capital Works (IFCW), Health Infrastructure Team are seeking a Project Director who under limited direction and in line with corporate objectives apply high order program management and procurement skills to a broad range of health related design and construction projects for the ACT Government. Experience in Health capital works program delivery is desirable but not mandatory. This position is located at the Canberra Hospital in Garran, ACT.

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

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.

Contact Officer: Sophie Gray (02) 6174 7022 sophie.gray@act.gov.au

Shared Services

Strategic Business

Project Hub

Senior Program Manager

Senior Officer Grade A \$137,415, Canberra (PN: 12643)

Gazetted: 31 August 2017

Closing Date: 14 September 2017

Details: Shared Services is seeking a highly experienced Senior Program Manager to work within the Strategic Business Branch to lead and manage high profile, complex and high risk projects. This position will be required to manage a small group of project staff, but will need to coordinate the efforts of many other internal and external contributors to the project/program.

Contact Officer: Ula Martin (02) 6205 6536 ula.martin@act.gov.au

Treasury

Shared Services Information and Communication Technology (ICT)

Technical Services Branch

Senior Applications Packager

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19603)

Gazetted: 31 August 2017

Closing Date: 7 September 2017

Details: Shared Services Information and Communication Technology (ICT) are seeking the services of a suitably qualified or experienced candidate to lead a small team of software application packagers. The position will manage the development, integration and deployment of software packages across the ACT Government desktop environment in line with the position description.

Note: This is a temporary position available for 12 months dependent on project delivery requirements.

How to Apply: Applications for this role should be presented in no more than two pages of response to selection criteria. Supporting documentation should be limited to resume and referee reports.

Contact Officer: Stephen Cox (02) 6207 8789 stephen.cox@act.gov.au

Finance and Budget Division

Senior Analyst

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 55750, several)

Gazetted: 06 September 2017

Closing Date: 20 September 2017

Details: Are you looking for an opportunity to influence Government policy from design through to implementation? Do you want to work closely with the ACT Government to develop and manage the budget in the ACT, or have you ever wondered what working on a budget is like? The ACT Treasury, within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is looking for Senior Analysts at the Senior Officer Grade C level. These positions provide a great opportunity to see the inside workings of the budget process, and contribute to delivering the Government's key policy statement. The successful applicants will engage in a range of activities leading to the development of the annual budget papers, as well as collaborating on ongoing cross agency projects. Applicants for these roles should possess a proven record in policy and/or financial analysis. These positions require people with strong analytical and interpersonal skills and a desire to be involved at the core of the budget decision making process.

Eligibility/Other Requirements: Tertiary or post graduate qualifications in Business, Accounting, Economics, Finance or a similar field with a strong numeracy focus are highly desirable.

Contact Officer: Paul Hutchinson (02) 6205 0068 paul.hutchinson@act.gov.au

Shared Services

Shared Services ICT

Business Application Management

Senior Information Technology Officer Grade C \$100,462 - \$108,140, Canberra (PN: 00436)

Gazetted: 05 September 2017

Closing Date: 14 September 2017

Details: The Transport Canberra and City Services (TCCS) Information and Communication Technology (ICT) team is seeking a suitable candidate to perform the role of Technologist. The Technologist provides trusted technology

advice and services to TCCS staff and leadership. Excellent research skills and a broad technical background allow this advisor to know when and where to recommend emerging and widely used technology. The successful applicant will need to work well under pressure and provide leadership and strategic advice on major directorate and information technology issues.

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

How to apply: Applications should include a supporting statement of no more than two pages outlining experience against the selection criteria, along with contact details of at least two referees and a current Curriculum Vitae (CV).

Contact Officer: Kieran Steele (02) 6205 2701 kieran.steele@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

Office of the Director General

Executive Office

Executive Assistant

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 19415)

Gazetted: 06 September 2017

Closing Date: 20 September 2017

Details: The Executive Assistant, along with the Director-General's Executive Officer and other members of the Executive team, manages the smooth operation of the Executive Unit including the Director General and Deputy Director-General's schedule, maintaining efficient and effective office systems and demonstrating high quality customer service. The position requires the exercise of sound judgement, flexibility, tact and discretion. A commitment to ensuring that the Executive Unit performs to the highest standard is essential. This position reports to both the Director-General and the Executive Officer.

Contact Officer: Claire Barbato (02) 6207 6516 claire.barbato@act.gov.au

Housing and Community Services

Housing ACT

Tenancy Operations

Client Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 19898)

Gazetted: 06 September 2017

Closing Date: 20 September 2017

Details: The Client Support Officer is part of a Tenancy Team and is responsible for the delivery of high quality customer service in the provision of information and assistance to Housing ACT clients. The Client Support Officer answers telephone enquiries from clients and provides administrative and other support to the team in a busy work environment. We are looking for someone who is committed to providing high quality customer service to a diverse range of clients, has effective communication and well developed organisational skills.

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

Contact Officer: James Ceraolo (02) 6207 4779 james.ceraolo@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.

Quality, Complaints and Regulation

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 11519)

Gazetted: 05 September 2017

Closing Date: 19 September 2017

Details: An exciting opportunity for an experienced Senior Manager has arisen in the Quality, Complaints and Regulation (QCR) branch, established to undertake oversight and statutory functions on behalf of the Director General. QCR provides quality analysis, internal complaints management, the functions of the Office of the Human Services Registrar and the Secretariat support for the ACT Children and Young People Death Review Committee and the Child and Youth Protection Quality and Improvement Committee. The Senior Manager will be responsible for the implementation and ongoing refinement of regulatory and compliance frameworks to ensure services are well-managed, well-governed and provided in an equitable and transparent way to achieve the strategic direction of the Directorate. The position requires a person who can contribute significantly to the Office of the Human Services Registrar. The successful applicant will have the opportunity to become involved in, and lead, elements of a significant change program to introduce regulatory oversight of human service providers. A high degree of initiative and personal responsibility are highly desirable for achieving agreed outcomes, to work independently with a high degree of autonomy and to apply matching interpersonal skills that will allow close co-operation with the human services sector and other areas of the ACT Government. This position will require a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

Eligibility/Other Requirements: Essential qualifications and experience: Significant experience in the regulation of human services and utilising a risk responsive regulatory framework. 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.

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

Contact Officer: Sally Gibson (02) 6205 5202 sally.gibson@act.gov.au

Child and youth Protection Services

Child and youth Protection Services

Practice and Performance, Therapeutic Assessment

Team Leader, Therapeutic Assessment

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 35156)

Gazetted: 06 September 2017

Closing Date: 22 September 2017

Details: The Health Professional Level 4 Team Leader role is focussed on providing strong leadership to a multidisciplinary team undertaking appropriate developmental and therapeutic assessments. The team will also contribute to the work of the Child and Youth Protection Services Operations by: actively participating in developing and refining the service model; participating in an evaluation of the new framework; and generally contributing to the program development.

Eligibility/Other Requirements: Essential qualifications and experience: Relevant tertiary qualifications e.g. in Social Work, Psychology or an allied health position (speech pathologist, occupational therapist) and a minimum at least five year's practice experience working with children, young people and their carers or families. Current driver's licence. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Jenna Schoer (02) 6205 3283 cypsrecruitment@act.gov.au

Office of the Deputy Director-General

Quality, Complaints and Regulation

Senior Project Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 39213)

Gazetted: 05 September 2017

Closing Date: 19 September 2017

Details: Quality, Complaints and Regulation (QCR) branch provides quality analysis, internal complaints management, the functions of the Office of the Human Services Registrar and the Secretariat support for the ACT Children and Young People Death Review Committee and the Child and Youth Protection Quality and Improvement Committee. QCR was established to undertake oversight and statutory functions on behalf of the Director General and is independent of other divisions of the Directorate. The position requires a person who can contribute significantly to the establishment and operation of an Office of Senior Practitioner. The successful applicant will have the opportunity to become involved in and lead elements of a significant change program to introduce a system of authorisation, monitoring and review of restrictive practices with the aim to reduce reliance on restrictive practices as a means of behaviour management. The occupant will be responsible for supporting the

Senior Practitioner to establish and operate policies and practices in relation to the reduction and elimination of restrictive practices in the ACT and should have a broad understanding of the disability support sector and issues for people subjected to restrictive practices. The occupant will be expected to show a high degree of initiative and personal responsibility for achieving agreed outcomes. The occupant will be expected to work independently with a high degree of autonomy, exercise complex problem-solving skills and have interpersonal skills that will allow close co-operation with the human services sector (specifically disability support sector) areas of the ACT Government and the ACT community. The role will require a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

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

Contact Officer: Michelle Waterford (02) 6205 2949 michelle.waterford@act.gov.au

**Office of the Deputy Director-General
Quality, Complaints and Regulation
Senior Project Officer**

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 25232)

Gazetted: 05 September 2017

Closing Date: 19 September 2017

Details: Quality, Complaints and Regulation (QCR) branch provides quality analysis, internal complaints management, the functions of the Office of the Human Services Registrar and the Secretariat support for the ACT Children and Young People Death Review Committee and the Child and Youth Protection Quality and Improvement Committee. QCR was established to undertake oversight and statutory functions on behalf of the Director General and is independent of other divisions of the Directorate. The position requires a person who can contribute significantly to the support of the Child and Youth Protection Quality Assurance and Improvement (CYPQAI) Committee. The successful applicant will have the opportunity to progress a significant work program of culture and practice improvement to ensure better outcomes for children whose safety is at risk from abuse and neglect. The Committee was established by the Director-General, Community Services Directorate to strengthen the quality of child protection policy and practice in the ACT and to foster ongoing improvement of the child protection system. It will recommend system and practice improvements both within intra-agency and inter-agency context and will consider how the recommendations align with current human services reforms and the priorities for implementation. The occupant will be responsible for supporting the Committee in this work. The occupant will be expected to show a high degree of initiative and personal responsibility for achieving agreed outcomes. The occupant will be expected to work independently with a high degree of autonomy, exercise complex problem-solving skills and have interpersonal skills that will allow close co-operation with the human services sector (specifically Child and Youth Protection Services) areas of the ACT Government, independent experts and the ACT community. The role will require a high degree of sensitivity and confidentiality, as well as a flexible approach in responding to tight deadlines.

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

Note: This is a temporary position available until 30 June 2018 with possibility of extension.

Contact Officer: Michelle Waterford (02) 6205 2949 michelle.waterford@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

Business Services

Infrastructure Capital Works

Repairs and Maintenance

Project Officer

Infrastructure Officer 2 \$79,919 - \$91,947, Canberra (PN: 36073, several)

Gazetted: 05 September 2017

Closing Date: 19 September 2017

Details: The Education Directorate is seeking Project Officers to join a highly skilled and diverse team. The successful applicant will manage the planning and delivery of minor capital works within the Capital Upgrades team. Good oral and written communication skills, project management experience (incl. financial management) and the ability to work within a diverse and flexible team will be required in this role.

Eligibility/Other Requirements: Building knowledge or project management experience. A White Card and Asbestos Awareness Training or the willingness to obtain.

Note: There are two temporary positions available until 28 February 2018 with the possibility of extension and/or permanency.

Contact Officer: Leanne Hall (02) 6205 9384 leanne.hall@act.gov.au

Business Services

Governance and Community Liaison

Governance and Legal Liaison

Senior Advisor

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 04429)

Gazetted: 06 September 2017

Closing Date: 20 September 2017

Details: An opportunity exists to work as the Senior Advisor, Governance and Legal Liaison, with a key role in supporting the Education Directorate's information compliance responsibilities. This work will include managing requests under the *Freedom of Information Act 1989* and providing support to decision makers, as well as preparing for the new *Freedom of Information Act 2016*. This position also supports other operational and strategic work undertaken by Governance and Legal Liaison including advice to the Directorate's Executive, managers and principals. The position will require a knowledge and understanding of Freedom of Information and other relevant legislation, public sector legislative and administrative frameworks, and high level analytical and organisational skills.

Note: This is a temporary position available until 2 February 2018 with the possibility of extension.

Contact Officer: Anne Siripol (02) 6205 9151 anne.siripol@act.gov.au

School Performance and Improvement

Learning and Teaching

Pedagogy

Executive Officer

School Leader C \$114,067, Canberra (PN: 38918)

Gazetted: 05 September 2017

Closing Date: 19 September 2017

Details: The Directorate is seeking a high performing school leader with expertise in Science, Technology, Engineering and Mathematics (STEM) education to initiate and lead curriculum programs, professional learning and community-based activities at the Centre for Innovation and Learning at Caroline Chisholm School. The Centre, currently under construction, will feature contemporary learning environments that foster collaboration, creativity and project-based learning. The successful applicant will: demonstrate a keen interest in the emerging field of STEM education and articulate how innovation, research and data inform contemporary STEM teaching practices in ACT Public Schools; collaborate with teaching teams across a number of schools to establish STEM implementation goals and develop learning programs based on the Australian Curriculum; use data and technology to improve instruction and promote learning, creativity, and collaboration; facilitate teacher professional learning in STEM education and related core disciplines.

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 an office-based position and stand down periods do not apply.

Contact Officer: Josephine Andersen (02) 6205 9350 josephine.andersen@act.gov.au

Environment, Planning and Sustainable Development

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

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

Asbestos Response Taskforce

Acquisitions Demolitions and Sales

Administration Officer

Administrative Services Officer Class 5 \$74,081 - \$78,415, Canberra (PN: 34865)

Gazetted: 06 September 2017

Closing Date: 13 September 2017

Details: The successful applicant will deliver high level administrative services for the Taskforce. Duties include, but are not limited to: preparing correspondence, sales instructions, briefings, complex reports, records and information management and liaison with a wide range of stakeholders. The Asbestos Response Taskforce promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. We encourage people with a disability, people from an Aboriginal or Torres Strait Islander background, young people and people from culturally diverse backgrounds to apply for this position. Candidates must not have any direct conflict of interest relating to loose fill asbestos insulation in ACT homes.

Note: This is a temporary position available until 30 June 2018 with possibility of extension. Selection may be based on application and referee reports only.

How to Apply: Applicants should provide a written Expression of Interest of no more than two pages, current Curriculum Vitae and contact details for two referees. Applicants should show evidence of their skills and experience with consideration for the Duty Statement and Selection Criteria, however, there is no requirement to address each criterion individually.

Contact Officer: Dave Hickey (02) 6205 8674 dave.hickey@act.gov.au

Parks and Conservation Service

National Parks and Catchments

Tidbinbilla Nature Reserve

Deputy Senior Wildlife Officer

Technical Officer Level 2 \$59,230 - \$67,825, Canberra (PN: 09892)

Gazetted: 01 September 2017

Closing Date: 8 September 2017

Details: Tidbinbilla Nature Reserve is seeking a motivated Deputy Senior Wildlife Officer for the Captive Wildlife team to provide assistance to the Senior Wildlife Officer to achieve the aims and objectives of the Tidbinbilla Wildlife Program. The person selected for this position will drive elements of Tidbinbilla's threatened species breeding programs and Tidbinbilla's 'encountering wildlife' experiences for visitors as well as coordination and support to the wildlife team. The successful applicant will require relevant experience in daily care and husbandry of native wildlife behind predator proof fences, and an understanding of conservation issues relating to the management of wildlife, breeding and research programs. This position operates with limited supervision and includes the following tasks: Capture, handling, identification and transport of a range of native animals. Delivery of visitor engagement/tourism activities in relation to native wildlife. Liaison with external stakeholders, such as members of threatened species recovery teams and volunteers. Provide direction and mentoring to five staff including day to day supervision, training and programming works.

Eligibility/Other Requirements: The successful applicant will be required to work a shift of ten days on and four days off as per roster arrangements. Current manual driver's licence is required.

Note: This is a temporary position available until 29 May 2018 with the possibility of extension. Selection may be based on written application only.

Contact Officer: Jennifer Pierson (02) 6205 1234 jennifer.pierson@act.gov.au

Health

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

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

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Business Support Mental Health
Director of Allied Health
Health Professional Level 6 \$137,415, Canberra (PN: 36846)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Mental Health, Justice Health 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 and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients. The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: ACT Wide Mental Health Services; Adult Acute Mental Health Services; Adult Community Mental Health Services; Alcohol and Drug Services; Child and Adolescent Mental Health Services; Justice Health Services. MHJHADS Director of Allied Health: The position holder is expected to operate within the *Public Sector Management Act (1994)*, the ACT Public Service Code of Conduct and relevant professional discipline Code of Conduct. The position will be accountable for, and responsible to the Executive Director– Mental Health, Justice Health and Alcohol and Drug Services through a contract and performance agreement. In keeping with the value of collaboration, the position will operate in a partnership model with other members of the Executive of the Division. The Director of Allied Health will work in collaboration with the Operational Director and Clinical Directors, to provide professional governance for Occupational Therapists, Psychologists and Social Workers and any other Allied Health professional groups within the Division. They will work in collaboration with all program areas to ensure high quality outcomes for the people who use services from the Division. They will also work in partnership with the Director of Nursing and Chief Psychiatrist to ensure effective and coordinated integration of professional activities within the multidisciplinary teams. In addition to the duties described below, the MHJHADS Director of Allied Health (HPO6): will perform the role and duties of the Discipline Principal for their specific professional group within MHJHADS; could also perform the role and duties of the Lead Professional for their specific professional group for ACT Health.

Eligibility/Other Requirements: Mandatory: Qualifications (dependent on applicant's professional group as shown below): Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: at least a 4 or 5 year accredited tertiary sequence of study in Psychology followed by a post-graduate qualification in Psychology or a one or two year Board approved internship (i.e. 4+2 or 5+1) or a post-graduate qualification in Psychology; General Psychology registration with AHPRA. Desirable (regardless of professional group): current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Katrina Bracher (02) 6205 1313 katrina.bracher@act.gov.au

Corporate

Strategic Finance Capital Finance

Senior Manager

Senior Officer Grade A \$137,415, Canberra (PN: 30760)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between ACT Health and Share Services Finance for financial reporting, banking and taxation management. Overview of the work area and

position: The Strategic Finance Capital Team focus on financial reconciliation, reporting, compliance and support for the Strategic Finance Branch on all capital related matters. The team also has responsibility for recurrent infrastructure budgeting and reporting for the Directorate. This position is responsible for overseeing the collection, reporting and analysis of capital finance related information for Strategic Finance.

Eligibility/Other Requirements: Desirable: Possession of or progress towards qualifications in accounting or a related discipline would be an advantage, or equivalent operational experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Vicki Andres (02) 6207 7929 vicki.andres@act.gov.au

Quality, Governance and Risk

Clinical Safety and Quality

Policy Advisory Team

National Standards Support Officer

Registered Nurse Level 3.2 \$114,377, Canberra (PN: 16592)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The role of the Clinical Safety and Quality Unit (CSQU) is to promote and facilitate a culture of excellence, innovation, education and research in healthcare improvement through a framework designed for the delivery of a safe and reliable healthcare system. This is achieved through: Safeguarding the high standards of care through the development of supporting policies, procedures, consumer engagement strategies, reporting and investigating reported incidents and communicating themed patient safety issues and risks to the organisation; continually improving the quality of the services through active teaching, coaching, facilitation of improvement and quality assurance programs and the provision of information for service improvement. CSQU is part of the Quality Governance and Risk Division and the structure of CSQU is aligned with the key elements of high quality health care, which includes: Patient Safety Unit (Incident Management Team, Clinical Review Team, Mortality and Morbidity Coordination, Medico Legal Team); Clinical Effectiveness Unit (Policy Team, Data and Quality Assurance, National Standards and Accreditation Team) and Patient Experience Unit (Patient Experience, Advance Care Planning, Quality Improvement). The National Standards Support Officer position is within the Clinical Effectiveness Team and will support the Manager National Standards in the coordination of activities in preparation for organisational accreditation against the National Safety and Quality Health Service Standards.

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 National Police check. Desirable: Minimum of five years post registration experience working in health service delivery is desirable.

Note: This is a temporary position available until 30 May 2018 with the possibility of extension and/or permanency.

Contact Officer: Felicity Martin (02) 6244 2679 felicity.martin@act.gov.au

Canberra Hospital and Health Services

Medicine

Clinical

Nurse Educator

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 10063)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Ward 7A is seeking applications from dynamic, motivated registered nurses for the role of the Clinical Development Nurse. Ward 7A is a general medical ward covering the specialities of Neurology, Infectious Diseases and Acute Stroke. There are 28 ward beds and 4 acute stroke beds. The successful applicant will be responsible for the education and support of graduate nurses, overseas nurses and new and existing staff. The successful applicant will provide and promote education, feedback, reflective practice and innovative change to provide excellent and safe patient care.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). It is desirable, but not mandatory that the successful applicant has a Certificate IV in Training and Assessment. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Kathryn McMaster (02) 6244 2535 kathryn.mcmaster@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community Mental Health Services
Clinical Manager

Registered Nurse Level 2 \$88,249 - \$93,533, Canberra (PN: 19762)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

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

Eligibility/Other Requirements: Mandatory: Tertiary qualifications in Nursing with current registration with the Australian Health Practitioner Regulation Agency (AHPRA). Current passenger vehicles driver's licence. Prior to commencement successful candidates will be required to: comply with ACT Health occupational screening requirements related to immunisation; have current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011*; and undergo a pre-employment Police check.

Contact Officer: Toby Ellison (02) 6205 1110 toby.ellison@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community Mental Health Services
Case Manager

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20881)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. 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 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: City Mental Health Team is a contemporary evidence-based services providing high quality community based mental health care that is guided by the principles of Recovery. The services aim to provide collaborative care involving the people, their carers and other key services that access the service. At this level, it is expected that you will provide high quality clinical interventions, care and to achieve of positive outcomes for people. It is an expectation that you will contribute your expertise to the multidisciplinary team; provide supervision to staff at the Health Professional Officer 1 and 2 Levels as well as students. All team members are required to undertake professional development and supervision, participate in quality initiatives and contribute to the multidisciplinary team processes. The position is supported by a cohesive multi-disciplinary team of Nurses, Psychologists, Occupational Therapists, Social Workers, Recovery Support Officers, Administration Service Officers, Psychiatry Registrars and Consultant Psychiatrists.

Eligibility/Other Requirements: Strong understanding of adult community mental health services; Current driver's licence, and a minimum of five years work experience in a mental health services. Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with Australian Health Practitioner Regulation Agency (AHPRA), eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with AHPRA. 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; have current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* and undergo a pre-employment Police check

Note: This is a permanent position commencing October 2017

Contact Officer: Lisa Hawke (02) 6205 1338 lisa.hawke@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation and Specialty Mental Health

Neuropsychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 37687)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

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 provide health services directly and through partnerships with community organisations. The services provided range from prevention and treatment to recovery and maintenance and harm minimisation. Consumer and carer participation is encouraged in all aspects of service planning and delivery. The Division works in partnership with consumers, carers and a range of government and non-government service providers to ensure the best possible outcomes for clients.

The Division delivers services at a number of locations, including hospital inpatient and outpatient settings, community health centres, detention centres, other community settings including peoples home. These services include: Rehab and Specialty Mental Health Services; Adult Acute Mental Health Services (MHS); 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: MHS Neuropsychology provides comprehensive neuropsychological assessments and consultation for consumers (adults, adolescents and children) who are actively linked with any of the MH teams across the division. The service provides feedback to clients and carers, including recommendations and strategies, consultation with treating teams, is developing cognitive remediation programs and provides supervision of Provisional Psychologists and Registrars. In this position, you would be expected to: Provide neuropsychology assessment and intervention for people across various mental health settings including child and adolescent, adult, forensic and other specialty services. Promote positive client outcomes through the provision of high quality clinical services and health promotion activities in/across designated areas or units as part of a multidisciplinary team. Provide individual or group service delivery. Apply knowledge, skills, and professional judgement in the delivery of Neuropsychological services.

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post-graduate qualification in Clinical Neuropsychology. Area of Practice

Endorsement in Clinical Neuropsychology or eligibility for Registrar program in Clinical Neuropsychology is preferable. PsyBA approved supervisor status of postgraduate students is preferable. At least 12 months experience working in Neuropsychology and/or Mental Health Services. Strong understanding of mental health services. Current driver's licence. Minimum of three years (ideal five years) post qualification is highly desirable. 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. Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a temporary position available for a period of ten months. This position is part-time at 32 hours per week and the full-time salary noted above will be paid pro rata.

Contact Officer: David Jackson-Hope (02) 6207 8331 david.jacksonhope@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Services

Clinical Psychologist (Paediatrics)

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 20733)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients. Overview of the work area and position: The Psychology team in Acute Support provides evidence based care to inpatients and outpatients across four divisions of Canberra Hospital and Health Services (CHHS). The team consists of Clinical Psychology and Clinical Neuropsychology roles. The successful candidate will be responsible for providing clinical assessment and intervention services to patients of the Paediatrics at the Centenary Hospital (PatCH) service. The Paediatric Service at the Centenary Hospital for Women and Children provides holistic, evidence based quality care and advocacy for all children and adolescents in the ACT and surrounding areas with acute and chronic health needs. The position will report to the Manager of Acute Support Psychology. Clinical supervision will be negotiated with the Acute Support Psychology Manager

Eligibility/Other Requirements: Mandatory: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post graduate Psychology qualification - Masters/Doctoral degree in Clinical Psychology. Hold or be eligible for Area of Practice Endorsement in Clinical Psychology. Current driver's licence. Desirable: Eligibility for (or willingness to work towards) gaining approval as a Psychology Board of Australia Approved Supervisor for Higher Degree students, and Principal Supervisor for Registrar Program in Clinical Psychology. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check. Complete initial discipline specific allied health professional credentialing. Comply with ACT Health credentialing and scope of clinical practice requirements for allied health professionals. Obtain a Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases.

Contact Officer: Elissa Jacobs (02) 6244 2045 elissa.jacobs@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

Clinical Manager

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 21870)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

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

Eligibility/Other Requirements: Mandatory: Strong understanding of adult community mental health services. Current passenger vehicles driver's licence. A minimum of five years work experience in mental health services. Social Work: Bachelor of Social Work and eligible for membership of the Australian Association of Social Work. Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with AHPRA, eligible for professional membership of Occupational Therapy Australia. Psychology: General Psychology registration with Australian Health Practitioner Regulation Agency (AHPRA). Please note 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; have current registration issued under the *Working with Vulnerable People Act 2011* and undergo a pre-employment Police check.

Contact Officer: Toby Ellison (02) 6205 1110 toby.ellison@act.gov.au

Corporate

Strategic Finance

Capital Finance

Finance Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 11482)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between ACT Health and Share Services Finance for financial reporting, banking and taxation management. Overview of the work area and position: The Strategic Finance Capital Team focus on financial reconciliation, reporting, compliance and support for the Strategic Finance Branch on all capital related matters. The team also has responsibility for recurrent infrastructure budgeting and reporting for the Directorate. This position is responsible for the coordination of

asset management, treasury and budget reporting for the Directorate to support the infrastructure divisions and capital reporting requirements.

Eligibility/Other Requirements: Desirable: Possession of or progress towards qualifications in Accounting or a related discipline would be an advantage, or equivalent operational experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Shaun Zhang (02) 6207 9359 shaun.zhang@act.gov.au

Corporate

Strategic Finance

Capital Finance

Finance Administrator

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19430 expected vacancy)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Strategic Finance is accountable for matters such as statutory reporting, internal management reporting, budget development and coordination, and ensuring ACT Health's accounting policies and procedures remain comprehensive and current. The branch is also responsible for cash management, capital accounting and reporting and is the liaison point between ACT Health and Share Services Finance for financial reporting, banking and taxation management. Overview of the work area and position: The Strategic Finance Capital Team focus on financial reconciliation, reporting, compliance and support for the Strategic Finance Branch on all capital related matters. The team also has responsibility for recurrent infrastructure budgeting and reporting for the Directorate. This Position provides a range of support services, such as project reconciliations, reporting analysis, project projections and process improvement. This role will work closely with the Senior Manager Strategic Operations to support the branch and its clients. To be successful in this role you will have a high level of attention to detail, including proficient spreadsheet and analysis skills, sound communication skills, including the ability to resolve problems by enlisting recourses, policies and technical financial support and the ability to manage deadlines and coordinate a variety of tasks.

Eligibility/Other Requirements: Desirable: Possession of or progress towards qualifications in accounting or a related discipline would be an advantage, or equivalent operational experience. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: This is an expected vacancy. Selection may be based on application and referee reports only.

Contact Officer: Jodie Conna (02) 6205 4263 jodie.conna@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Mental Health Services

Psychologist

Health Professional Level 3 \$87,257 - \$91,942 (up to \$96,502 on achieving a personal upgrade), Canberra (PN: 25983)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

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

(CAMHS), and Justice Health Services. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS) is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The Adult Mental Health Unit (AMHU) is a 37 bed acute inpatient unit for people with acute mental health issues. The service aims to provide collaborative care involving the consumer, their carers and other key services. At this level it is expected that you will provide high quality interventions and achieve sound outcomes for consumers under minimal supervision. It is also an expectation that you will contribute your expertise to the multidisciplinary team, provide supervision to staff at Levels HP 2 and 1 and support the Team Leader in change processes. You will be required to undertake quality initiatives to promote service delivery at a standard of best practice.

Eligibility/Other Requirements: General Psychology registration with Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Minimum of three years (ideal five years) post qualification is highly desirable. Approved or eligible for approval as a Psychology Board of Australia Principal and/or Secondary Supervisor for 4+2 interns and/or Higher Degree Students. Please note prior to commencement successful candidates will be required to: be registered under the *Working with Vulnerable People (Background Checking) Act 2011* and undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a permanent full-time position within Adult Mental Health Unit and the successful applicant will be required to work an extended hours roster, including rotating weekends.

Contact Officer: Leanne Done (02) 6205 9987 leanne.done@act.gov.au

**Canberra Hospital and Health Services
Cancer, Ambulatory and Community Services
Ambulatory Care**

Intake Nurse - Ambulatory Care Support

Registered Nurse Level 1 \$63,548 - \$84,888, Canberra (PN: 17734)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Intake Services are responsible for the Intake, assessment and referral of consumers wishing to access ACT Health community-based services, and specialist outpatient services at the Canberra Hospital. Intake Services currently incorporate both Community Health Intake, and the Central Outpatient's Booking's Service. The two services are co-located under a single management structure to create the Canberra Hospital and Health Services Intake Service. Under broad direction, you will play a key role in enabling appropriate access to Canberra Hospital and Health Services health care. You will also provide support to the administration team in regards to Intake and referral management.

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 National Police check. Desirable: A sound understanding of clinical assessment and triage in relation to written and phone referrals. Experience in a broad range of clinical and/or non clinical settings would be an advantage. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a permanent full-time position working between the hours of 8am and 5pm Monday to Friday, excluding public holidays. There is no shift work involved in this position.

Contact Officer: Sandra Burgess (02) 6207 6081 sandra.burgess@act.gov.au

**Canberra Connect
Rehabilitation, Aged and Community Care
Community Care Program**

Podiatrist - Community Care Podiatry services

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 33249)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

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

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

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

Eligibility/Other Requirements: Mandatory: Degree in Podiatry, or recognised equivalent. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A current driver's licence is desirable. Prior to commencement successful candidates will be required to: Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening and vaccination processes against specified infectious diseases. 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.

Note: This is a temporary position available until 2 November 2018 with the possibility of extension. A merit list may be established to fill future full and part-time temporary positions which may arise over the next 12 months. Contact Officer: Kerry Mahler (02) 6205 1496 kerryn.maher@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Justice Health Services

Art Therapist

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 37373)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the Work Area and Position: The Dhulwa Mental Health Unit (DMHU) is part of Mental Health, Justice Health, Alcohol and Other Drugs Services (MHJHADS)

which is a contemporary evidence based service providing high quality mental health care that is guided by principles of Recovery. The service aims to provide collaborative care involving the consumer, their family/carers and other key services. At this level it is expected that the Health Professional Level 2 (HP2) Art Therapist will be an integral member of the DMHU team and will provide, under appropriate supervision, high quality art therapy services that will achieve sound outcomes for people within a therapeutic secure environment. The art therapist will contribute significantly to the therapeutic outcomes of people receiving care at the DMHU. All staff of the DMHU are required to undertake professional development activities, and participate in supervision, quality initiatives and contribute to the multidisciplinary team processes.

Eligibility/Other Requirements: Mandatory: tertiary qualifications or equivalent in Art Therapy; a minimum of 12 months paid work experience in a related/relevant organisation/service; current membership or eligible for membership of The Professional Association for Arts Therapy in Australia, New Zealand and Singapore (ANZATA); current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a temporary part-time position available at 18:35 hours per week for a period of 12 months with the possibility of extension and the full-time salary noted above will be paid pro-rata.

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

Population Health, Protection and Prevention

Health Protection Service

Environment Health Food Team

Public Health Officer

Health Professional Level 2 \$61,784 - \$84,816, Canberra (PN: 29633)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. The Population Health 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 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 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 inspections of food businesses and management of outbreaks or other potential public health risks. There may also be future opportunities in the Environment Team depending on operational needs. The role would suit people with tertiary qualifications in Environmental Health. Alternatively, people with general tertiary Applied Science qualifications are encouraged to apply as Environmental Health training is available.

Eligibility/Other Requirements: Be eligible for membership with Environmental Health Australia (EHA) i.e. have completed either an undergraduate degree or graduate diploma in Environmental Health that is accredited by EHA; or have completed tertiary studies in Applied Science in the areas of Public Health, Food Science, Environmental Science or equivalent. Equivalency of studies and training is determined by senior environmental health staff. Applicants should call the contact officer for advice on whether they are eligible to apply. This position is available for applicants with at least 12 months experience. Bachelor in Applied Science (Environmental Health) or Bachelor in Applied Science and a Master or graduate diploma in Environmental Health or a Bachelor of Science with a Master or graduate diploma in Environmental Health. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available until 30 March 2018 with the possibility of extension.

Contact Officer: Andrew Stedman (02) 6205 1700 andrew.stedman@act.gov.au

Corporate

Business Support

Logistics Support Supply Officer

Health Service Officer Level 7 \$59,230 - \$62,549 , Canberra (PN: 21198)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: Supply Services forms part of the Logistic Support within the Business Support Services of ACT Health, delivering customer focused supply chain solutions to the Directorate and other healthcare facilities. The position reports to the Warehousing and Distributions Manager. To coordinate all aspects of the Facilities Management (FM) Storeroom, including but not limited to the purchase and issue of maintenance consumable supplies, security, accounting, stocktaking and management of redundant and obsolete stock, in a safe, efficient and professional manner. The successful candidate will be required to work within Supply Services at Canberra Hospital.

Eligibility/Other Requirements: Desirable: Experience in a procurement, warehousing environment and relevant work experience and a 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 six months with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Kanchana Marasinghe (02) 6205 0807 kanchana.marasinghe@act.gov.au

Canberra Hospital and Health Services

Medicine

Cardiology

Cardiology Transcription

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 38526)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Cardiology Department is the tertiary diagnostic and therapeutic centre for acute and chronic cardiac diseases for the people of the ACT and surrounding NSW region. Under general direction you will be responsible for the Medical Typing and coordination of signed letters for the Cardiology Department, as well as the preparation of patient correspondence and other documents related to the Cardiology Department. The successful applicant will need to possess a strong work ethic and ability to adapt to a constantly changing environment, be committed to achieving positive results for the department and continually apply judgement, intelligence and common sense.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Strong typing skills, Medical typing experience would be advantageous but is not mandatory.

Note: This is a temporary position available for a period of six months with the possibility of extension. This position is part-time at 14:42 hours per week. The salary noted above will be pro rata for part-time hours. This position attracts a typing allowance.

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

Canberra Hospital and Health Services

Rehabilitation, Aged Care and Community Care

Rehabilitation, Aged and Community Care Executive

Administrative Support Officer - Rehabilitation, Aged and Community Care (RACC) team

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 15197, expected vacancy)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

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

opportunity exists for enthusiastic Administration professional to fill a permanent vacancy within the Rehabilitation, Aged and Community Care (RACC) Administration team.

The RACC Administration team is responsible for effective and efficient delivery of Administrative support to both internal and external clients to support the delivery of high quality customer service and patient care. The successful applicant will need to be highly organised, efficient, have excellent communication skills and a high level of initiative. High level knowledge of ACT Patient Administration System (ACTPAS), Clinical Portal and Ambulatory Care processes are also favourable. This position will be based at The Canberra Hospital (TCH) and will potentially move to the new University of Canberra Public Hospital (UCPH). There is also potential to work across other sites. Eligibility/Other Requirements: Previous experience in a health administration/office management position or certificate in Business Administration (Medical) is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Canberra Hospital and Health Services

Chief of Clinical Operations

Territory Wide Surgical Services

Central Wait List Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 36787)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Central Waitlist Team is seeking applications from highly motivated individuals interested in joining a dynamic team who are involved in new initiatives in realigning surgery across the Territory. The successful applicant will be required to combine the duties of Administration Officer, who will add patients to the elective surgery waiting list, and Courier, who will undertake regular collection and delivery of Request for Admission forms across designated hospitals and doctors rooms in the ACT.

Eligibility/Other Requirements: Highly desirable: Excellent communication, organisational and time management skills with the ability to liaise effectively with staff and patients in a busy team environment. Experience in the use of the ACT Patient Administration System and a high level of keyboard and administrative skills in a health environment would be an advantage. Current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

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

Contact Officer: Elaine Men (02) 6205 1157 elaine.men@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Medical Staff

Booking Clerk

Administrative Services Officer Class 2 \$52,991 - \$58,513, Canberra (PN: 27188)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

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

facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery, Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Most clinical units, including the Pain Management Unit, are supported administrative support officers, who coordinate the Office. Overview of the work area and position: As part of a multidisciplinary team, you will play a key role in providing administrative support to the Pain Management Unit by undertaking duties listed in the duty statement.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Previous experience in a health care setting is desirable.

Note: This is a temporary position available until 15 December 2017 with the possibility of extension.

Contact Officer: Shannon Dougan (02) 6244 4175 shannon.dougan@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Assistant in Nursing - Mental Health

Assistant in Nursing \$48,888 - \$50,543, Canberra (PN: 32421)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. 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: ACT Wide Mental Health Services; Adult 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 Acute Mental Health Services incorporates the Adult Mental Health Unit (AMHU), the Mental Health Short Stay Unit (MHSSU) and the Consultation Liaison (CL) Team across the Emergency Department and The Canberra Hospital (TCH). AMHU is a 37 bed inpatient unit for people experiencing moderate to severe mental illness. AMHU is a contemporary evidence-based service providing high quality mental health care, guided by the principles of Recovery. The service aims to provide collaborative care involving the consumer, their carers and other key services. MHSSU is a low dependency 6 bed inpatient unit in the ED for people requiring extended mental health assessment and or treatment initiation. At this level the Assistant in Nursing (AIN) is to assist in the delivery of the following direct care activities under the supervision of a Registered nurse; Assist with on-ward patient groups and activities; Observe and report on consumer mental status; Participate in shift handover (includes use of ISBAR); Encouraging the maintenance of hygiene and grooming; Reporting of observed self-harm/suicide risk behaviours; Reporting of violence and aggression; Escorting consumers on The Canberra Hospital (TCH) campus of consumers at Registered Nurse (RN) discretion; off-campus escorts with RN. Document all patient responses to direct care/assistance given, include in progress notes and clinical records in accordance with the plan of care and organisational protocols/policy/procedures. Maintain the appearance and function of equipment such as lifting and mobilising aids, pressure reducing mattresses and other clinical devices used in nursing interventions. Promote and maintain a clean, comfortable and safe environment for patients, staff and visitors

Eligibility/Other Requirements: Desirable: Certificate III in Health Services Assistance or recognised equivalent is desirable. Current driver's licence. Prior to commencement successful candidates will be required to: Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Leanne Done (02) 6174 5406 leanne.done@act.gov.au

Director General

**Office of the Director General
Ministerial and Government Service
Directorate Liaison Officer (Mental Health)
Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 24778)**

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. 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 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: The Directorate Liaison Officer is responsible for coordinating correspondence between the Minister for Mental Health's Office and ACT Health to ensure that all matters relating to the ACT Legislative Assembly, including Cabinet and Assembly business, are coordinated and actioned in a timely way.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: An understanding and experience in the Directorate and of Cabinet, Assembly, and Ministerial and machinery of government processes.

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

Contact Officer: Jackie Andersen (02) 6205 0829 jackie.andersen@act.gov.au

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

Advanced Practice Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 18503)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An opportunity exists for an Advanced Practice Nurse with extensive experience in primary care and/or emergency care, to join the team of nurses in the nurse-led Walk-in Centres. Walk-in Centre nurses work within a collaborative environment to provide episodic, timely, expert health care and education for clients presenting to the ACT Health Walk-in Centres. This is a senior nurse position involving rotating shifts and may involve working at any Walk-in Centre site.

Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Desirable: Post graduate tertiary nursing qualification in acute and/or primary care relevant to nursing in a Walk-in Centre and demonstrated extensive clinical experience in a relevant acute and/or primary care area. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Notes: This is a permanent part-time position available at 28 hours per week and the full-time salary noted above will be paid pro-rata.

Contact Officer: Karina Stewart (02) 6205 3427 karina.stewart@act.gov.au

**Canberra Hospital and Health Services
Rehabilitation, Aged Care and Community Care
Rehabilitation, Aged and Community Care Nursing
Advance Practice Nurse**

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 18504)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: An opportunity exists for a part-time Advanced Practice Nurse, Registered Nurse Level 3.1, to work in the nurse-led Walk-in Centre. The Walk-in Centre Advanced Practice Nurse will provide episodic health care for people with a range of minor illnesses and injuries. The Walk-in Centre is an initiative of the ACT Government with the aim of providing timely and convenient access to health care to the ACT Community.

Eligibility/Other Requirements: Mandatory: Registered or eligible to register unconditionally as a Registered Nurse with the Australian Health Practitioners Regulation Agency. Desirable: Post Graduate tertiary nursing qualification in acute and/or primary care relevant to nursing in a Walk-in Centre; Demonstrated extensive clinical experience in a relevant acute and/or primary care area. Prior to commencement successful candidates will be required to undergo a pre-employment National Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy.

Note: This is a temporary part-time position at 32 hours per week and the salary noted above will be paid pro rata. This position is available until 21 February 2017. This position could be located at any Walk-in Centre.

Contact Officer: Lucy Taylor (02) 6205 4437 lucyj.taylor@act.gov.au

Canberra Hospital Health Services

Women Youth and Children

Paediatrics

Paediatric Palliative Care Nurse

Registered Nurse Level 3.1 \$101,175 - \$105,339, Canberra (PN: 38041)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Women, Youth and Children Community Health Programs deliver a range of primary health care community-based services to children, families and women. These services include support, education and information; counselling, assessment and screening; early identification and referral; and the delivery of public health programs. Services are delivered within a multi-disciplinary context if not by a multidisciplinary team.

Overview of the work area and position: Paediatrics at the Centenary Hospital for Women and Children provides holistic, evidence based quality health care and advocacy for all children and adolescents up to 16 years old in the ACT and surrounding areas. The service is child and family centred, as we understand that the family is central to the successful delivery of health care. As the Paediatric Palliative Care Nurse you will provide expert clinical care and lead the coordination of palliative care for children and young people with life-limiting conditions, in the ACT. You will work in collaboration with stakeholders from the Centenary Hospital for Women and Children, Canberra Hospital Palliative Care team, Clare Holland House Hospice and Home Based Palliative Care Service, Sydney Children's Hospital Network and other key community services to ensure seamless transfer for care and support. Eligibility/Other Requirements: Must be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Post-graduate qualifications in Palliative Care and/or Paediatrics are desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

Contact Officer: Catherine Campbell (02) 6174 7373 catherinet.campbell@act.gov.au

Office of the Director-General

Government and Communications

Media and Strategic Communications

Senior Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38682)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are 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 the ACT Government's Community Services Directorate, Justice and Community Safety Directorate, Chief Minister, Treasury and Economic Development 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. The tertiary and training sectors remain key partners in the planning, development and delivery of healthcare services. Partnership arrangements with the Australian National University Medical School, University of Canberra, Australian Catholic University and Canberra Institute of Technology are well established and serve to assure the future supply of skilled health professionals. Overview of the work area and position: The Communications and Engagement Branch leads and directs strategic communications, engagement and marketing activities that support ACT Health achieve its goals. It also manages and responds to a high volume of highly visible communications and enquiries in relation to Health issues affecting the community and, through a suite of ministerial and government services, provides operational support to the Minister for Health and ACT Government. The Branch manages ACT Health's brand and develops strategies and guidelines to maintain and enhance reputation.

The Branch drives a high performing approach to communications, marketing and stakeholder engagement strategy, which includes: communications planning, campaign operations and measurement, online strategy and digital platform development. It also implements systems and reporting processes for receiving and responding to ACT Health consumer feedback. The Branch engages with a diverse range of external partners and stakeholders to identify and undertake opportunities for collaborative projects to improve the planning, development and delivery of health care services, develop partnerships to ensure a future supply of skilled workers for the health sector and further establish a growing base for collaborative research. Working under limited direction, the Senior Communications Officer reports to the Senior Manager, Strategic Communications and Media, and works to implement, through communication plans and content pieces, strategies and activities that deliver on organisational goals. They also play an integral part responding to media in the busy media hub, this involves research and internal and external liaison.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment National Police check. Tertiary qualifications in a relevant field are highly desirable and a minimum of two-three years relevant work experience in a related sector is also desirable.

Contact Officer: Tracey Pulli (02) 6205 3708 tracey.pulli@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Community Mental Health Services

CATT Manager

Health Professional Level 4 \$100,462 - \$108,140, Canberra (PN: 25683)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About Us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. At ACT Health we are committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, or People with Disability, to apply for all positions. Overview of the work area and position: The Division of Mental Health, Justice Health, Alcohol and Drug Services provide contemporary evidence-based mental health services guided by the principles of recovery. Mental health services collaborates with persons with a lived experience of mental illness, work respectfully with their careers and with the government sector, primary providers and community agencies to promote recovery. Mental health services

provide services congruent with national and Territory plans and policies. The Crisis Assessment Treatment Team (CATT) provides 24-hour acute mental health services in the ACT and is strongly focused on the provision of timely and effective interventions for persons in the community requiring a time critical response to a mental health issue. CATT provides specialist mental health assessment and treatment services through a multi-disciplinary team and are based on best available clinical evidence with an emphasis on positive outcomes that are tailored to an individual's needs. The service is guided by principles of recovery and aims to provide collaborative care involving the consumer, their carers and other key services and stakeholders. As Team Leader of CATT, 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. Eligibility/Other Requirements: Mandatory: Tertiary qualifications or equivalent in Nursing, Occupational Therapy, Psychology or Social Work. Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). A 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).

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

Contact Officer: Bruno Aloisi (02) 6205 8559 bruno.aloisi@act.gov.au

Canberra Hospital and Health Services

Pathology

Specimen Reception

Specimen Reception Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 21233)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: ACT Pathology is a department of Canberra Hospital and Health Services offering a diagnostic pathology service to the ACT and surrounding region. The laboratory operates 24 hours, seven days a week, offering a wide range of testing procedures over two campuses. The main laboratory is located at the Canberra Hospital and the branch laboratory is located at the Calvary Hospital. Under the direction of the Principal Scientist the successful applicant will be responsible for the day to day management of the Central Specimen Reception (CSR) department.

The successful applicant will liaise with the leadership team (Clinical Directors, Principal Scientist and Chief Scientists) to provide leadership, high quality customer service, strategic planning and optimal operational management. The successful applicant may be required to participate in the out of hours rosters and must be committed to personal development.

Eligibility/Other Requirements: Desirable: Degree in Medical Laboratory Science or Bachelor of Applied Science or equivalent and experience in a clinical diagnostic laboratory operations. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and comply with ACT Health Occupational Assessment, Screening and Vaccination policy, (OMU).

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

Contact Officer: Monica Brady (02) 6244 2835 monica.brady@act.gov.au

Corporate

Strategic Finance

Financial Operations Support

Finance Manager

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 19025)

Gazetted: 07 September 2017

Closing Date: 21 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day to day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Overview of the work area and position: The Financial Operations and Support Unit within the Strategic Finance Branch, provides business management support and advice to the Divisions of both the Canberra Hospital and Health Services and Corporate. In liaison with key

stakeholders, develop and manage the required budgets and contribute to the management and improvement of performance against agreed indicators. The team ensures high quality and consistent business services, including financial management reporting are provided to all aspects of ACT Health and provide financial and business functions on a day to day basis. Finance Managers provide a range of services such as budget preparation, reporting, analysis and financial support to Divisions within the Health Directorate. As the primary contact for these Divisions, the Finance Managers will be flexible in meeting changing priorities and adaptable in working with a variety of different stakeholder groups.

Eligibility/Other Requirements: Mandatory: Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Desirable: A degree or diploma from an Australian tertiary institution, or a comparable overseas qualification, in commerce, accounting, business, economics or equivalent operational experience would be a distinct advantage. Relevant experience in a hospital or health care setting, leading and managing a team are highly desirable.

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

Canberra Hospital and Health Services

Pathology

Pathology Administration

Executive Advisor

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 16389)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. ACT Pathology is a division of the Canberra Hospital and Health Services with laboratories located at both Canberra and Calvary Hospitals operating 24 hours, seven days a week all year round. Pathology provides diagnostic and consultative services to medical specialists and general practitioners and their patients in hospital and in the community. Overview of the work area and position: The Executive Administration of ACT Pathology is responsible for the strategic and operational management of the Pathology branch of Canberra Hospital and Health Services, ensuring the effective and efficient operation of ACT Pathology. Under broad direction, you will play a key role in providing high level confidential administrative management support, based on prior pathology experience, knowledge and understanding, to the office of the Executive Director (ED) and Director of Operations, Pathology.

Eligibility/Other Requirements: Tertiary qualifications in Medical laboratory Science or a Bachelor of Applied Science would be highly desirable; qualifications in business or related discipline. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Contact Officer: Tracey Farrar (02) 6244 2893 tracey.farrar@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Obstetrics and Gynaecology

Career Medical Officer 2 \$154, 221 - \$183,145, Canberra (PN: 36845)

Gazetted: 07 September 2017

Closing Date: 14 September 2017

The Department of Obstetrics and Gynaecology (O&G) offers a wide range of experience in O&G with exposure to the subspecialties of Maternal-Fetal Medicine, Urogynaecology, Reproductive Endocrinology and Infertility and Gynaecological Oncology. It is the base hospital for the ACT Integrated Training Program for RANZCOG and also has Advanced FRANZCOG Trainees. It is the tertiary maternity unit serving ACT and southern New South Wales. The

Career Medical Officer (CMO) role includes supervision of junior trainees and staff and a small administration component. The CMO will also work alongside senior medical staff to provide clinical leadership in the department. The clinical role can be tailored to suit the requirements of the particular applicant, which would include broad exposure to the subspecialties including supporting the gynaecological oncology service which is currently provided by visiting Gynaecological Oncologists from Sydney. There is a strong track record of research and audit at The Canberra Hospital and participation in this is encouraged. Ample opportunities exist for collaborative research with Australian National University, John Curtin School of Medical Research and the National Centre for Epidemiology and Population Health. Eligibility/Other Requirements: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency. An Australian MBBS medical degree or equivalent. At least 3 years postgraduate experience. Desirable: oPost FRANZCOG qualifications or equivalent will be highly desirable. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Comply with ACT Health Occupational Assessment, Screening and Vaccination policy. Note: This position may be decided upon application only. Contact Officer: Associate Professor Boon Lim (02) 6244 3538 Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment>

Justice and Community Safety

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

ACT Emergency Services Agency

Governance and Logistics

ESA Resource Centre

Logistics Support Officer

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 13470, several)

Gazetted: 31 August 2017

Closing Date: 14 September 2017

Details: The ACT Emergency Services Agency (ESA) is seeking a motivated and energetic Logistics Support Officer for the ESA Resource Centre. The successful candidates will support the Manager and Assistant Manager in warehousing operations, including purchasing and other warehouse duties. Provide a high level of customer service. Ability to access and process information using various agency databases. Provide administrative support and courier services.

Eligibility/Other Requirements: Highly desirable: Possession of an unrestricted driver's licence. Possession of a forklift licence, and ability to operate vehicles and other mechanical equipment in the stores environment. Capacity to work out of hours and be rostered on to undertake on-call duties. Desirable: Certificate III in Warehousing. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804

Contact Officer: Colin Dawes (02) 6207 8687 colin.dawes@act.gov.au

Corporate

Governance

Ministerial Services Unit

Directorate Liaison Officer

Senior Officer Grade A/B/C \$100,462 - \$137,415, Canberra (PN: 18580)

Gazetted: 06 September 2017

Closing Date: 20 September 2017

Details: An opportunity exists for a suitably experienced officer to work as part of the Ministerial Services Unit team, based in a Ministerial Office. The position is located in the ACT Legislative Assembly Building (London Circuit, City). The role of the Directorate Liaison Officer (DLO) is to: Proactively manage information flow between the Minister's office and Justice and Community Safety (JACS) to ensure JACS meets the Minister's needs. Critically examine Ministerial correspondence and briefings, including entry and management on Trim. Deal with enquiries made by members of the public in relation to the responsibilities of the Minister and liaise with JACS for the

provision of associated responses. Liaise closely with the Director-General and Deputy Directors-General of JACS, the Minister's personal staff and the Ministerial Services Unit (MSU) to ensure a coordinated approach to Ministerial and Legislative Assembly business. Attend JACS meetings/functions with the Minister as required, which includes organising Minister/Directorate meetings and associated secretariat functions. Other duties as required by the Minister or his Office, and the Directorate. The successful applicant should have a good knowledge of the functions of the Directorate and have, or be able to quickly acquire, a good knowledge of Cabinet and Assembly protocol and procedures. Demonstrated exceptional leadership and organisational abilities, attention to detail and commitment to working as part of a number of teams, are also important attributes for undertaking the role of DLO. Prior to commencement, the successful applicant would spend some time familiarising themselves with the work of MSU and other parts of the Directorate. This would be an exceptional opportunity for the right applicant.

Eligibility/Other Requirements: An understanding and experience in the Directorate, of Cabinet, Ministerial, Legislative Assembly and machinery of government processes.

Note: This position will be filled at either the Senior Officer Grade C, Senior Officer Grade B or Senior Officer Grade A level dependant on the current level, skills and experience of the successful applicant. This is a temporary position available for a period of 12 months. An order of merit may be established to fill future vacancies at level, which may arise over the next 12 months.

Contact Officer: Danielle Krajina (02) 620 74813 danielle.krajina@act.gov.au

Office of the Legislative Assembly

Business Support

Security and Building Services

Senior Attendant

Administrative Services Officer Class 3 \$60,039 - \$64,616, Canberra (PN: 373)

Gazetted: 05 September 2017

Closing Date: 18 September 2017

The ACT Legislative Assembly is seeking an experienced security and customer service professional to fill the role of Senior Attendant. As the first point of contact, Assembly Attendants play a pivotal role in ensuring that Members, their staff, officials, visitors and public are welcomed and assisted. Under the direction of the Principal Attendant the Senior Attendant will lead the team of Assembly Attendants and assist with security operations and preparation of the Chamber. The role will also perform administrative tasks and assist the Facilities Manager as required.

Note: The duties of the position require a limited degree of manual activity and applicants should possess an appropriate level of physical fitness. Some on-call duties may be required.

Contact Officer: Scott Howard (02) 6205 0441 scott.howard@parliament.act.gov.au

Applications can be forwarded to: LAOLARecruitment@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

Chief Operating Officer Group

Communications

Corporate Communications

Communications Officer

Administrative Services Officer Class 6 \$79,824 - \$91,356, Canberra (PN: 46120)

Gazetted: 05 September 2017

Closing Date: 21 September 2017

Details: Transport Canberra and City Services (TCCS) delivers a wide range of services which Canberrans value and 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. A number of the ACT Government's commercial operations are run by TCCS, including ACT NOWaste, Capital Linen Service, Yarralumla Nursery, and the ACT Public Cemeteries Authority. The Communications team supports the TCCS Director-General and provides services to the Directorate across a range of activities. The team is responsible for media and issues management, managing TCCS websites and intranet, marketing campaigns, communication strategies, publication approvals, community engagement strategies, customer research and internal communication strategies. Reporting to the Senior Manager Corporate Communications the Communications Officer works to implement the team's array of activities to ensure the Directorate's communication and engagement activities are appropriate and accurate. The position is responsible for internal communications activities, digital content, social media and communication strategies. It will also support the broader team in media relations, issues management, marketing campaigns, community engagement campaigns and general communication activities. 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 or Torres Strait Islander background, and/or people with disability, to apply.

Eligibility/Other Requirements: Degree or Diploma in Communications, Public Relations, Journalism or related discipline and/or demonstrated experience in a public relations, newspaper, television or public affairs environment is highly desirable. A current driver's licence is also required.

Note: A merit list may be established to fill future Communication Officer vacancies at level, which may arise over the next 12 months.

Contact Officer: Lachlan Leslie (02) 6207 6832 lachlan.leslie@act.gov.au

City Services

City Presentation

Place Management

Horticulture Apprentice

Apprentices \$22,094-\$48,088, Canberra (PN: 46019, several)

Gazetted: 01 September 2017

Closing Date: 18 September 2017

Details: City Services is seeking applicants interested in undertaking a horticulture apprenticeship. Successful applicants will need to demonstrate an ongoing interest and aptitude in horticulture, and be prepared to undertake and complete study and training as required.

Eligibility/Other Requirements: Minimum qualification for apprenticeships: Year 10 or equivalent with passes in English, Mathematics and Science. Successful applicants will need to have the ability to attend Canberra Institute of Technology (CIT) and be prepared to undertake and complete study, on the job training and rotation for a period of four years.

Note: These are temporary positions available from January 2018 until January 2022. Permanent employment may be offered if funded positions are available to be filled. Please ensure you address the selection criteria and send a current copy of your Curriculum Vitae/Resume.

Contact Officer: Andrew Forster 0438 357 443 andrew.forster@act.gov.au

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

Transport Canberra

Light Rail

Contract Management Office

Quality Manager

Senior Officer Grade B \$118,319 - \$133,197, Canberra (PN: 38643)

Gazetted: 04 September 2017

Closing Date: 18 September 2017

Details: The position of Quality Manager is a key role within the Light Rail project team and is part of the Contract Management Office (CMO) team. The CMO is a functional area of the Light Rail Branch and is responsible for ensuring effective project management functions including risk, issues and change management, master program management, information management, project reporting, quality management. The Quality Manager will report directly to the Director Contract Management Office, though will also be expected to liaise closely with staff and project advisors across the project team and within the ACT Government as necessary. The Light Rail project has established a number of management plans by which the project is governed. The role of the Quality Manager is to undertake internal audits within the project team, whilst also undertaking quality assurance activities to ensure scope and performance requirements are being met by Canberra Metro and the Independent Certifier.

Eligibility/Other Requirements: Required Experience in Quality Management (ISO 9001); experience in undertaking audits on project management processes; knowledge of the ACT Government environment; experience within public private partnership projects or complex infrastructure projects. Project Management in accreditation or qualification is desirable but not essential.

Note: This is a temporary full-time position available for 12 months with the possibility of extension up to a maximum of three years. The successful applicant may negotiate part time working arrangements as the role may require working three to four days per week to conduct inspections on worksites.

Contact Officer: Matthew Smee or Sarah Jennings (02) 6299 1540 lightrailact@hudson.com

Transport Canberra

Light Rail

TCLR Communications

Senior Digital Communications Officer

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38601)

Gazetted: 05 September 2017

Closing Date: 12 September 2017

Details: This position is part of a multifunctional communication and engagement team including setting the strategic direction and overseeing the implementation of innovative communications and consultation for light rail in the ACT. The position works collaboratively with the Transport Canberra and City Services (TCCS)

Communications Team, the Project Director, other executives and peers across the ACT Government to proactively manage communications and stakeholder engagement. They must have a sound understanding of government and governance and be able to work within a sensitive environment. In addition they must be able to anticipate, identify, mitigate and where necessary manage operational and corporate risks and issues. Further information is available from <http://lightrailact-hudson.com.au/>

Eligibility/Other Requirements: Qualifications in Graphic Design or similar, and experience with Adobe Illustrator, Photoshop, FinalCut Pro as well as experience using photography and film equipment is highly desirable.

Contact Officer: Samantha Stebbings (02) 6207 9024 samantha.stebbing@act.gov.au

Transport Canberra

Light Rail

Contract Management Office

Manager Document Control

Senior Officer Grade C \$100,462 - \$108,140, Canberra (PN: 38645)

Gazetted: 04 September 2017

Closing Date: 11 September 2017

Details: The Contract Management Office in Light Rail within the Transport Canberra City Services Directorate is seeking an experienced Document Controller. The duties of Manager Document Controls will include: leading the administration and management of Light Rail Stage 1 Information Management System, Aconex, on behalf of Transport Canberra Light Rail; leading and motivating a small team in a dynamic and changing construction Project environment; leading the administration and management of the TCLR Document Management System; managing the documentation and workflows for the review, approval, distribution and archival of project documents; identifying, implementing and managing document control process improvements to ensure compliance with regulatory requirements; development of all Document Management and Information Management training and support documentation, including presentation of training materials; and regular internal stakeholder surveys in order to ascertain whether stakeholders are satisfied with services, technical knowledge and communication.

Eligibility/Other Requirements: Significant experience in the administration and management of the ProjectWise Document Management System, significant experience in the administration and management of the Aconex Information Management System and Audit and training expertise is required. Tertiary qualification(s) in a relevant field and knowledge and demonstrated experience in meeting the requirements of the *ACT Territory Records Act 2002* are highly desirable. Knowledge of the ACT Government processes and experience in working on a Public Private Partnership construction project is desirable.

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

Contact Officer: Gareth Burdon (02) 6207 0282 gareth.burdon@act.gov.au

APPOINTMENTS

Canberra Institute of Technology

Administrative Services Officer Class 2/3 \$52,991 - \$64,616
Nicholas Spokes 848-82468, Section 68(1), 4 September 2017

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 4 \$66,656 - \$72,175
Atreya Banerjee 853-58529, Section 68(1), 5 September 2017

Senior Officer Grade C \$100,462 - \$108,140
Natasha Grant 839-29308, Section 68(1), 11 September 2017

Senior Officer Grade B \$118,319 - \$133,197
David Momcilovic 778-82785, Section 68(1), 4 September 2017

Information Technology Officer Class 2 \$79,824 - \$91,356
Douglas Peters 853-47969, Section 68(1), 25 August 2017

Community Services

Administrative Services Officer Class 3 \$60,039 - \$64,616
Katherine Blakeney 853-55723, Section 68(1), 30 August 2017

Administrative Services Officer Class 3 \$60,039 - \$64,616
Maarni Johnstone 853-56646, Section 68(1), 31 August 2017

General Service Officer Level 6 \$54,949 - \$57,445
Jasmina Ong 853-69455, Section 68(1), 31 August 2017

Education

Administrative Services Officer Class 5 \$74,081 - \$78,415
Fiona Millar 853-70683, Section 68(1), 4 September 2017

Health

Staff Specialist 1- 5 \$164,470 - \$202,960
Kerryn Coleman 847-11618, Section 68(1), 4 September 2017

Staff Specialist 1- 5 \$164,470 - \$202,960
Hui Joo Heng 847-11490, Section 68(1), 4 September 2017

Staff Specialist 1- 5 \$164,470 - \$202,960
Lakhwinder Bhatia 788-07517, Section 68(1), 30 August 2017

Senior Officer Grade C \$100,462 - \$108,140
Natalie Bale 853-70034, Section 68(1), 11 September 2017

Registered Nurse Level 1 \$63,548 - \$84,888
Imogen Bell 845-20782, Section 68(1), 28 August 2017

Facilities Service Officer Level 8 \$64,188 - \$67,825

Matthew Brown 853-69869, Section 68(1), 21 September 2017

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

Sinead Clarke 836-13135, Section 68(1), 4 September 2017

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

Ashley Conley 853-70384, Section 68(1), 4 September 2017

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

Cathryn Eccles 853-63037, Section 68(1), 4 September 2017

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

Lametred Jones 839-26617, Section 68(1), 7 September 2017

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

Christy Joseph 847-26078, Section 68(1), 31 August 2017

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

Michelle Kirk 853-52100, Section 68(1), 7 September 2017

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

Amy Millar 850-41951, Section 68(1), 31 August 2017

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

Deidre Penhaligon 782-83194, Section 68(1), 18 September 2017

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

Carmel Spence 853-70501, Section 68(1), 5 September 2017

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

Saji Varghese 847-03829, Section 68(1), 29 August 2017

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

Michelle Wallace 848-83575, Section 68(1), 7 September 2017

Justice and Community Safety

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

Michael Gallagher 853-60362, Section 68(1), 5 September 2017

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

Louise Hilder 827-57399, Section 68(1), 5 September 2017

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

Sharon Ingram 844-02356, Section 68(1), 2 September 2017

Government Solicitor 3 \$139,152 - \$157,416

Caroline Marsh 853-46579, Section 68(1), 31 August 2017

General Service Officer Level 9 \$69,148 - \$78,145

Darrell Morton 848-67348, Section 68(1), 30 August 2017

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

Simone Payne 853-70114, Section 68(1), 11 September 2017

FB1 (FF 4th Class in Training) \$69,301

Timothy James White 853-69818, Section 68(1), 4 September 2017

Transport Canberra and City Services

General Service Officer Level 5/Bus Operator (training)/Bus Operation \$52,198 - \$73,448

Elvis Juric 853-34105, Section 68(1), 1 September 2017

TGSO5/TGSO6/TGSO7 Workshop Staff \$72,077 - \$81,212

Nicholas Lommers 848-83479, Section 68(1), 21 September 2017

TRANSFERS

Chief Minister, Treasury and Economic Development

Jacob Mimilidis: 779-83244

From: Senior Officer Grade C 108,140

ACT Health

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 38769) (Gazetted 28 June 2017)

Health

Catherine Boreham: 741-12793

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

Health

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

Health, Canberra (PN. 36771) (Gazetted 13 October 2016)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Shared Services ICT

Business Application Management

Service Management

Kylie Blyth: 741-14123

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 23981) (Gazetted 7 September 2017)

Shared Services

Strategic Human Resources and Corporate

Change and Business Support

Fabiola Viana De Freitas: 795-60085

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 35816) (Gazetted 24 July 2017)

Access Canberra

Projects, Governance and Support

Government Business and Coordination

Tina Danielle Gioffre: 835-70163

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. 38223) (Gazetted 26 July 2017)

Shared Services

Finance and Payroll

Accounts Processing Team

David McKay: 715-58423

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

Chief Minister, Treasury and Economic Development

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

Chief Minister, Treasury and Economic Development, Canberra (PN. 07459) (Gazetted 7 September 2017)

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

Education

School Performance and Improvement

School Improvement

Office for Schools Support

Melanie Bezear: 787-60288

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

Education

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

Education, Canberra (PN. 09516) (Gazetted 7 September 2017)

School Performance and Improvement

Tuggeranong Network

Taylor Primary School

Belinda Taylor: 779-02205

From: \$132,814

Education

To: †School Leader A \$145,868 - \$175,149

Education, Canberra (PN. 04149) (Gazetted 7 September 2017)

Environment, Planning and Sustainable Development

Planning Delivery

Planning Support

Lisa Johnson: 844-75790

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

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$137,415

Environment, Planning and Sustainable Development, Canberra (PN. 37841) (Gazetted 13 July 2017)

Planning Delivery

Development Assessment

Impact Assessment

Tegan Liston: 827-33362

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

Environment, Planning and Sustainable Development

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

Environment, Planning and Sustainable Development, Canberra (PN. 37861) (Gazetted 9 November 2016)

Suburban Land Agency

Executive Office

Guenivere Marshall: 827-29208

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

Education

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

Environment, Planning and Sustainable Development, Canberra (PN. 39232) (Gazetted 7 September 2017)

Planning Delivery

Planning Support

Jonathan Samuel Teasdale: 822-95294

From: Senior Officer Grade A \$137,415

Environment, Planning and Sustainable Development

To: †Senior Officer Grade A \$137,415

Environment, Planning and Sustainable Development, Canberra (PN. 37840) (Gazetted 13 July 2017)

Health

Mental Health, Justice Health, Alcohol and Drug Services

Rehabilitation Aged and Community Care

Rowena Gouw: 840-27488

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

Health

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

Health, Canberra (PN. 17565) (Gazetted 13 July 2017)

Deputy Director General

Business Performance Information and Decision Support

Prathima Karri: 820-89503

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

Health

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

Health, Canberra (PN. 20231) (Gazetted 13 July 2017)

Canberra Hospital and Health Services

Michelle Paul: 848-20929

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

Health

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

Health, Canberra (PN. 36597) (Gazetted 20 July 2017)

Corporate

Business Support

Sally-Anne Pini: 825-47973

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

Health

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

Health, Canberra (PN. 17487) (Gazetted 3 August 2017)

**Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Child and Adolescent Mental Health**

Caitlin Rees: 853-45322

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

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339
Health, Canberra (PN. 29233) (Gazetted 6 April 2017)

Corporate

Jonathon Whittall: 833-46137

From: Health Service Officer Level 4/5 \$49,958 - \$55,221
Health

To: Administrative Services Officer Class 3/4 \$60,039 - \$72,175
Health, Canberra (PN. 26276) (Gazetted 15 December 2016)

**Canberra Hospital and Health Services
Women, Youth and Children
Women's and Babies**

Susan Wrigley: 755-60600

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

To: †Registered Nurse Level 3.1 \$101,175 - \$105,339
Health, Canberra (PN. 19022) (Gazetted 6 July 2017)

Transport Canberra and City Services

Transport Canberra

Public Transport Operations

ACTION

Neil Skerry: 853-32249

From: Bus Operator \$73,448
Transport Canberra and City Services

To: †Transport Officer Grade 3 - ACTION \$95,201

Transport Canberra and City Services, Canberra (PN. A11773) (Gazetted 11 October 2016)

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

Retirements and Dismissals

Chief Minister, Treasury and Economic Development

*Section 123 of the Public Sector Management Act 1994, John Arthur Foulkes, AGS 608-20035,
29 September 2017*