



ACT Government Gazette

Gazetted Notices for the week beginning 09 February 2017

VACANCIES

ACT Audit Office

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

Financial Audit

Senior Auditor

Audit Band 1 - Senior Auditor \$79,423 - \$96,720, Canberra (PN: 42822, several)

Gazetted: 14 February 2017

Closing Date: 2 March 2017

Details: The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Audit Office supports staff by providing learning and development opportunities. The Audit Office is seeking people with good accounting and auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. Senior Auditors are responsible for a range of functions including planning, managing, completing and reporting the results of financial statement audits of ACT public sector entities, assisting in client relationship management and the provision of professional and technical advice on a range of audit issues. As a Senior Auditor you will receive a salary between \$79,423 to \$96,720 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include Accounting and Audit qualifications provided by CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA ANZ) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA). The position is a Designated Security Assessed Position/Position of Trust. The successful candidate will therefore need to have a Baseline security clearance and undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated.

Note: Permanent and temporary positions (up to 12 months) are available. Applicants must provide a written response to the selection criteria. Applicants shortlisted for interview will be asked nominate two referees that can be contacted by the selection committee.

Contact Officer: Chloe Woolf (02) 6205 2446 chloe.woolf@act.gov.au

Financial Audits

Auditor (including Graduates) – Financial Audits

Audit Band 1 - Auditor \$50,817 - \$75,432, Canberra (PN: 10747, several)

Gazetted: 14 February 2017

Closing Date: 2 March 2017

Details: The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Audit Office supports staff by providing learning and development opportunities. The Audit Office is seeking people with good accounting and/or auditing skills, communication and interpersonal skills, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. Auditors are responsible for undertaking work on financial statement audits of ACT public sector entities as a member of an audit team. This includes including assisting with planning, completing, and reporting on the results of these audits. As an Auditor you will receive a salary between \$57,648 to \$75,432 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary professional Accounting, Audit and Information Technology qualifications are highly desirable. Completion, or progress towards completion, of relevant professional post-

graduate qualifications is also highly desirable. These include Accounting and Audit qualifications provided by CPA Australia (CPA), Chartered Accountants Australia and New Zealand (CA ANZ) and/or Certified Information Systems Auditor (CISA) qualification provided by the ISACA. The position is a Designated Security Assessed Position/Position of Trust. The successful candidate will therefore need to have a Baseline security clearance and undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated.

Note: Applicants must provide a written response to the selection criteria. Applicants shortlisted for interview will be asked nominate two referees that can be contacted by the selection committee. Interviews will be conducted in March 2017.

Contact Officer: Chloe Woolf (02) 6205 2446 chloe.woolf@act.gov.au

Financial Audit

Audit Manager

Audit Band 2 - Audit Manager \$102,045 - \$110,027, Canberra (PN: 10742, several)

Gazetted: 14 February 2017

Closing Date: 2 March 2017

Details: The ACT Audit Office provides interesting and challenging work and offers a range of flexible working conditions to balance each individual's circumstances with the needs of the organisation. The Office supports staff by providing learning and development opportunities. The Audit Office is seeking people with good accounting and auditing knowledge, communication and interpersonal skills, experience leading audit teams to complete financial statement audits, an ability to objectively analyse issues, evaluate evidence and an ability to write sound reports that can withstand public scrutiny with the highest levels of personal integrity. Audit Managers are responsible for a range of functions including supervising an audit team responsible for completing the financial statement audits of ACT public sector entities, including planning, coordinating, managing, and reporting the results of these audits; client relationship management; and the provision of professional and technical advice on a range of audit issues. As an Audit Manager you will receive a salary between \$102 045 to \$110 027 (plus an employer superannuation contribution) depending on your skills and experience. Join our team today for a rewarding career.

Eligibility/Other Requirements: Relevant tertiary qualifications in Accounting, Audit and Information Technology are highly desirable. Completion, or progress towards completion, of relevant professional post-graduate qualifications is also highly desirable. These include Accounting and Audit qualifications provided by CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA ANZ) and/or Certified Systems Information Auditor (CISA) qualification provided by the Information Systems Audit and Control Association (ISACA). The position is a Designated Security Assessed Position/Position of Trust. The successful candidate will therefore need to have a Baseline security clearance and undergo a security clearance process, managed by the Australian Government Security Vetting Agency. If a security clearance is not able to be obtained, then employment will be terminated.

Note: Applicants must provide a written response to the selection criteria. Applicants shortlisted for interview will be asked nominate two referees that can be contacted by the Selection Committee.

Contact Officer: Ms Chloe Woolf (02) 6205 2446 chloe.woolf@act.gov.au

Canberra Institute of Technology

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

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

Corporate Services

CIT Corporate Finance Group/ CIT Training Initiatives Unit

Administration Officer

Administrative Services Officer Class 2 \$52,208 - \$57,648, Canberra (PN: 37058, several)

Gazetted: 10 February 2017

Closing Date: 24 February 2017

Details: Duties include but not limited to: Ability to carry out the administrative requirements of Canberra Institute of Technology (CIT) systems and procedures for training initiatives funding through the ACT Funding Agreement with Skills Canberra, to ensure compliance against the ACT Standards. Use initiative to apply guidelines, work practices and procedures to seek resolution of issues arising from inquiries regarding Australian Apprenticeships,

other government funded training initiatives and Sponsorships. Assist in developing and maintaining documents that support the work of the Training Initiatives Unit (TIU). 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 and Torres Strait Islander peoples and/or people with a disability.

Note: This is a temporary position available until 31 December 2017 with the possibility of extension. Temporary employment offered as a result of this advertisement may lead to permanency as per the Public Sector Management Standards, Section 14 – Direct Appointment of Employee – general, and Section 20 – Direct Promotion – General and the CIT Enterprise Agreements.

Contact Officer: Sheree Billingham (02) 6207 2010 sheree.billingham@cit.edu.au

Chief Minister, Treasury and Economic Development

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

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

Shared Services

Partnership Services

Senior Communications Advisor

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 30768)

Gazetted: 15 February 2017

Closing Date: 1 March 2017

Details: Shared Services is seeking an experienced Senior Communications Advisor to join the Partnership Services team. In this role, you will be required to provide strategic communications advice to executives and managers, working in partnership with business units to assist in developing communication and marketing strategies and material. You will also be required to develop online, multimedia and print materials to support the promotion of Shared Services products, programs and services.

Eligibility/Other Requirements: Tertiary qualifications in Communications, Design, Marketing or a related field will be highly regarded.

Note: This is a temporary position, available for 12 months. To apply, applicants should submit a current curriculum vitae and a supporting statement of no more than two pages outlining their suitability for the role with consideration for the duty statement and selection criteria. Applicants do not need to submit an individual response for each selection criteria.

Contact Officer: Anne Maree Crowe (02) 6207 7885 annemaree.crowe@act.gov.au

Access Canberra

Customer Coordination

Applications and Approvals

Customer Service Officer – Team Leader

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 15366, several)

Gazetted: 10 February 2017

Closing Date: 17 February 2017

Details: The successful applicant/s will be required to support the team leaders in coordinating and directing the work of staff responsible for providing innovative, high quality customer services through the Access Canberra Environment Planning and Land and Building Services Shopfronts. Duties will include working on a public counter, answering telephone calls, dealing with more complex customer enquiries, handling public money, balancing end of day monies and preparing revenue reports and monthly accounts. Applicants will also be required to perform any of the following duties as required; lodging development applications or building registrations, issuing Certificates of Occupancy or Use, coordinating appeals to ACT Civil and Administrative Tribunal, managing the sales data process, preparing lease and building conveyancing reports and coordinating inspection bookings for the various construction occupations. Applicants must have well developed telephone and written communication skills, including excellent spoken and written English. This position does involve direct supervision of personnel.

Eligibility/Other Requirements: Wear a uniform if supplied, work to a roster that may involve commencing work at 8.00am and/or finishing at 5.00pm and work in either the Dickson or Mitchell office as required.

Note: These are temporary positions available for up to two years with the possibility of permanency from this process. All applicants must address the Selection Criteria.

Contact Officer: Samantha Borrett (02) 6205 3825 samantha.borrett@act.gov.au

Shared Services

Shared Services ICT

Technology Services

Chief Technology Officer

Executive Level 1.3 \$224,134 - \$233,847 depending on current superannuation arrangements, Canberra (PN: E483)

Gazetted: 09 February 2017

Closing Date: 27 February 2017

Details: Shared Services, within the Chief Minister, Treasury and Economic Development Directorate is seeking applications from suitably qualified applicants for the position of Chief Technology Officer. Shared Services provides corporate services to the ACT Government by working in partnership with Directorates and Agencies to provide services and outcomes that meet or exceed the expectations of the Directorates. Shared Services ICT provides a complete range of ICT services to the ACT Government, including;

- Management of the government's ICT infrastructure, data and communications network;
- Project management services;
- Business systems development and support;
- ICT security policy and ICT operational policies and standards; and
- Lifecycle management of government ICT assets.

The Chief Technology Officer leads, manages and drives the strategic direction of Shared Services ICT technology with timely, cost effective and robust technology infrastructure and strategies for the ACT Government. The role oversees the effective provision of customer focused strategies and day-to-day operational ICT services to all ACT Government directorates.

The successful applicant will require in depth knowledge and experience in managing and leading complex ICT technology services including desktops, networks, platforms, and technologically diverse ICT projects.

Demonstrated experience in ICT Infrastructure strategies and direction with the ability to lead a team of ICT specialist staff and project managers preferably within a government environment.

Remuneration: The position attracts a remuneration package ranging from \$224,134 - \$233,847, depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$176,592.

Contract: The successful applicant will be engaged under a performance based contract for up to three years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Gary Davis (02) 6207 6489 gary.davis@act.gov.au

Shared Services ICT

Strategic Business

Executive

Director, Strategic Business

Executive Level 1.2 \$207,488 - \$216,372 depending on current superannuation arrangements, Canberra (PN: E484)

Gazetted: 09 February 2017

Closing Date: 27 February 2017

Details: Shared Services, within the Chief Minister, Treasury and Economic Development Directorate is seeking applications from suitably qualified applicants for the position of Director, Strategic Business. Shared Services provides corporate services to the ACT Government by working in partnership with Directorates and Agencies to provide services and outcomes that meet or exceed the expectations of the Directorates. Shared Services ICT provides a complete range of ICT services to the ACT Government, including;

- Management of the government's ICT infrastructure, data and communications network;
- Project management services;
- Business systems development and support;
- ICT security policy and ICT operational policies and standards; and
- Lifecycle management of government ICT assets.

The Director, Strategic Business is responsible to lead, manage and drive the strategic direction of Shared Services Strategic Business and ICT investments, through timely and cost effective design of solutions architectures, business analysis, and management of ICT projects and development of business systems at a whole of government level and for customer directorates.

The successful applicant requires a solid track record of developing ICT systems that meet the needs of a diverse range of customers, high level conceptual and analytical skills to develop strategic solutions with a whole of government ICT focus.

Remuneration: The position attracts a remuneration package ranging from \$207,488 - \$216,372 depending on current superannuation arrangements of the successful applicant. This includes a cash component of \$161,528.

Contract: The successful applicant will be engaged under a performance based contract for up to three years.

Prospective applicants should be aware that long-term engagements are tabled in the ACT Legislative Assembly.

Contact Officer: Gary Davis (02) 6207 6489 gary.davis@act.gov.au

Procurement and Capital Works

Health Infrastructure Branch

Project Director Health Infrastructure

Infrastructure Manager/Specialist 1 \$150,820, Canberra (PN: 36270)

Gazetted: 09 February 2017

Closing Date: 23 February 2017

Details: Chief Minister, Treasury and Economic Development Directorate is seeking a highly motivated and effective leader for the position of Project Director, Health Infrastructure Projects. Reporting to the Director Health Infrastructure Branch, Procurement and Capital Works (PCW), the successful Project Director is responsible for overseeing the procurement and delivery of a program of health infrastructure projects and the provision of complex advice on health infrastructure implementation. The position provides project representation on behalf of the Health Directorate and is required to work with a high degree of autonomy and with significant decision making authority while recognising when required delegations or authorisation must be sought at the Executive level. The Project Director leads and manages a small team of Project Managers responsible for ensuring the delivery of effective and efficient government health infrastructure outcomes. Individuals who believe they have the relevant qualities and experience to effectively direct procurement and project management outcomes, while managing a range of stakeholders, are invited to submit an application that addresses the position-specific criteria in the Position Description.

Eligibility/Other Requirements: Mandatory requirements: A Degree or Diploma in a relevant technical field and demonstrated relevant experience and/or trade certification with significant building and infrastructure and/or project management experience. Desirable requirements: Experience in the delivery of infrastructure projects within an operational health environment.

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

Contact Officer: Reuben Pellizzer (02) 6207 8793 reuben.pellizzer@act.gov.au

Infrastructure Finance and Advisory

Infrastructure Policy and Analysis

Manager, Unsolicited Proposals

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 37026)

Gazetted: 15 February 2017

Closing Date: 3 March 2017

Details: The Chief Minister Treasury and Economic Development Directorate is seeking a highly skilled technical specialist with a demonstrated understanding of, or experience in policy and commercial analysis including well rounded knowledge of infrastructure project transactions and procurements within Government. The position of Manager, Unsolicited Proposals requires the ability to provide quality, high level analytical and advisory support to senior management, executives and Cabinet. The successful applicant will possess strong commercial and financial analysis skills in the context of infrastructure projects and the unsolicited proposals policy and process. The applicant will be rewarded with a positive team environment, flexible work arrangements and excellent remuneration.

Eligibility/Other Requirements: The position may require a security clearance.

Note: Applications are sought from potential candidates and should include a statement addressing the selection criteria of no more than 500 words per criterion outlining experience and/or ability in the above areas, contact details of at least two referees and a current curriculum vitae.

Contact Officer: Geoff LeCouteur (02) 6205 4944 geoff.lecouteur@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

Strategy Participation and Early Intervention

Service Design, Policy and Accountability

Performance and Accountability

Senior Project Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 38185)

Gazetted: 10 February 2017

Closing Date: 24 February 2017

Details: The Strategy, Participation and Early Intervention Division is seeking a highly motivated Senior Project Officer to join the Performance and Accountability team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. Performance and Accountability is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of CSD's innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The Senior Project Officer contributes toward complex projects, policies and frameworks through the provision of high-level advice to management and members of the Executive branch. This position requires a hardworking and motivated individual that has experience translating and utilising complex data to provide project assistance, providing support to internal and external stakeholders and an ability to communicate effectively. The successful candidate will report to the Assistant Manager.

Note: This is a temporary position available for six months with the possibility of permanency from this process.

Contact Officer: Nicole Moore (02) 6205 5392 nicole.moore@act.gov.au

Strategy, Participation and Early Intervention

Service Design, Policy and Accountability

Performance and Accountability

Senior Data Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 38184)

Gazetted: 13 February 2017

Closing Date: 27 February 2017

Details: The Strategy, Participation and Early Intervention Division is seeking a highly motivated Senior Data Officer to join the Performance and Accountability team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. Performance and Accountability is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of Community Services Directorate's innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The Senior Data Officer contributes toward complex data projects, policies and frameworks through the collection, analysis and maintenance of data and information reports. This position requires a hardworking and motivated individual that has experience using various IT information systems to manage and analyse data, providing support to internal and external stakeholders and an ability to communicate effectively. The successful candidate will report to the Assistant Manager.

Note: This is a temporary position available for a period of six months with the possibility of permanency from this process.

Contact Officer: Nicole Moore (02) 6205 5392 nicole.moore@act.gov.au

Strategy, Participation and Early Intervention

Service Design, Policy and Accountability

Performance and Accountability

Project Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 38203)

Gazetted: 15 February 2017

Closing Date: 1 March 2017

Details: The Strategy, Participation and Early Intervention Division are seeking a highly motivated Project Officer to join the Performance and Accountability team. The Division is responsible for the provision of human services policy, programs and funding, governance and advice to the Senior Executive and the Office of the Minister. Performance and Accountability is responsible for the acquisition, analysis and distribution of the best-possible data to support the design of Community Services Directorate's innovative, evidence-based decisions, policies and practices as well as improve its organisational planning, performance and accountability. The Project Officer contributes toward projects, policies and frameworks related to human services portfolio issues. This position requires a motivated individual that has experience providing project assistance, supporting the work of a small team and an ability to communicate effectively and maintain strong, professional relationships.

Note: This is a temporary position available for six months with the possibility of permanency from this process. The successful candidate will report to the Assistant Manager.

Contact Officer: Nicole Moore (02) 6205 5392 nicole.moore@act.gov.au

Education

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

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

Office for Schools

North Gungahlin Network

Amaroo School

Facilities Manager

General Service Officer Level 10 \$78,644 - \$90,006, Canberra (PN: 37401)

Gazetted: 10 February 2017

Closing Date: 24 February 2017

Details: Amaroo School is seeking a highly motivated, self managing individual for the position of Facilities Manager. The successful candidate is expected to be proactive, exercise judgement and initiative and work with limited supervision. The successful applicant will be required to plan, initiate and coordinate multiple school projects, determining priorities, supervise and monitor contractors; develop, coordinate and implement annual building and grounds maintenance programs. Coordinate and support the school's sustainability initiatives as required. Possess skills and experience to undertake emergency and other repairs to a trade/industry standard or ensure standard is met when organising and overseeing repairs.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: http://www.worksafe.act.gov.au/health_safety. Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. 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 **Desirable:** This position requires a good understanding of computer systems or a willingness to undertake additional training if required. An understanding of the school environment. Microsoft Office suite IT skills; Certificate IV in an appropriate field eg Security, Training and Assessment. A current First Aid certificate.

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

Contact Officer: Sue Aveyard (02) 6142 1254 susan.aveyard@ed.act.edu.au

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

Office For Schools

North/Gungahlin Network

Amaroo School

Music K-6

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 37428)

Gazetted: 15 February 2017

Closing Date: 1 March 2017

Details: Amaroo School is a P-10 Professional Learning Community located in Gungahlin. We are seeking a music specialist teacher to teach a release program across Kindergarten to Year 6. The successful applicant will have a passion for music and the ability to continue to develop our school choirs.

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

Note: This is a temporary position available from 26 April 2017 until 25 January 2018 with the possibility of extension.

Contact Officer: Rebecca Turner (02) 6142 1252 rebecca.turner@ed.act.edu.au

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

Office For Schools

North/Gungahlin Network

Amaroo School

Year 6 Classroom Teacher

Classroom Teacher \$61,597 - \$97,374, Canberra (PN: 30428)

Gazetted: 15 February 2017

Closing Date: 1 March 2017

Details: Amaroo School is a P-10 Professional Learning Community located in Gungahlin. We are seeking a highly motivated and collaborative Teacher to work in our Year 6 team.

Eligibility/Other Requirements: A minimum of four years full-time (or equivalent) tertiary study leading to the award of a recognised school teaching qualification. Current full teaching registration with the ACT Teacher Quality Institute (or eligibility for teacher registration with the ACT Teacher Quality Institute). Mandatory: 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: Rebecca Turner (02) 6142 1252 rebecca.turner@ed.act.edu.au

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

Office for Schools

Tuggeranong Network

Bonython Primary School

Building Services Officer 2

General Service Officer Level 6 \$54,137 - \$56,596, Canberra (PN: 34428, expected vacancy)

Gazetted: 14 February 2017

Closing Date: 15 March 2017

Details: Bonython Primary School is seeking an energetic, organised and self-motivated person to fill the position of Building Services Officer. Under general/limited supervision, the successful applicant will assume responsibility for the security of the school buildings, furniture, fittings and equipment; manage maintenance repairs to the school buildings as well as carry out daily grounds maintenance. The successful applicant will undertake regular inspections to determine priorities, perform, or organise and oversee emergency repairs and provide support to the school's sustainability initiatives. The successful applicant will be required to be an effective communicator and is expected to supervise contractors and conduct WHS inductions.

Eligibility/Other Requirements: Mandatory Asbestos Awareness Training: Evidence of completion of training delivered by a Registered Training Organisation for Asbestos Awareness is required before commencement. For further information refer to: https://www.worksafe.act.gov.au/health_safety Mandatory Training in other WHS procedures will be required during employment: for example Working at Heights, Sharps. 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 Desirable: This position requires a good understanding of the school environment and a demonstrated ability with computer systems in particular

Microsoft Office Suite; or a willingness to undertake additional training. An industry recognised trade qualification or equivalent work experience. A current First Aid Certificate.

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

Contact Officer: Sharyn Herold (02) 6205 6565 sharyn.herold@ed.act.edu.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>

Corporate

Strategic Finance

Financial Operations Support

Manager

Senior Officer Grade A \$135,384, Canberra (PN: 20937)

Gazetted: 16 February 2017

Closing Date: 23 February 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 Financial Management Branch is responsible for providing strategic financial leadership within a devolved financial model. The Financial Management Branch undertakes the Corporate financial functions including the coordination of Directorate level budget development and statutory financial and performance reporting together with financial policy development. The Financial Management Branch's Finance Managers assist managers throughout ACT Health with their financial responsibilities. Overview of the work area and position: This position is the primary point of service for a number of specified high profile divisions within the Clinical Operations Group. This position is responsible for the overseeing the collection and analysis of business related information. It is therefore crucial that the communication skill of the individual includes an ability to formulate arguments and present them in a manner that is both relevant and clear to the clients. The challenge of the role will be to come up with innovative approaches to deliver in on government outcomes and involve stakeholders in implementation. Technical accounting knowledge, high level analytical, financial planning and staff management abilities are all essential requirements of the position.

Eligibility/Other Requirements: 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.

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

Contact Officer: Trevor Vivian (02) 6244 3142 trevor.vivian@act.gov.au

Canberra Hospital and Health Services

Mental Health, Justice Health, Alcohol and Drug Services

Adult Acute Mental Health Services

Operational Director

Senior Officer Grade A \$135,384, Canberra (PN: 21281)

Gazetted: 16 February 2017

Closing Date: 23 February 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. Overview of the work area and position: This opportunity would suit a talented, highly skilled and consultative leader. The applicant should have a comprehensive understanding of mental health services and legislative underpinnings of service delivery to consumers and their families/carers. You will work closely with the Clinical Director of AAMHS and other program Directors to provide leadership and

ensure high quality outcomes for the people using these services. The position holder is expected to operate within the *Public Sector Management Act 1994*, the ACT Public Service Code of Conduct. The position will be accountable and responsible to the Executive Director – Mental Health, Justice Health and Alcohol and Drug Services through a Performance Management Plan. In keeping with the value of collaboration, the position will operate in partnership with other members of the executive of the Division. The Operational Director and the Clinical Director for each program area will work in collaboration to ensure high quality outcomes for the people who use the program. In addition, they will work in collaboration with other program areas to ensure high quality outcomes for the people who use services from the Division.

Eligibility/Other Requirements: Tertiary qualifications in a relevant health discipline is essential. Postgraduate qualifications in a management field are highly desirable.

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

Contact Officer: Deborah Plant (02) 6205 1225 deborah.plant@act.gov.au

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Alcohol and Drug Program
Alcohol and Drug Services Nurse Practitioner
Nurse Practitioner \$120,676, Canberra (PN: 37081)

Gazetted: 16 February 2017

Closing Date: 2 March 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 Rehabilitation and Specialty Services; Adult Community Mental Health Services; Adult Acute 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:

Alcohol and Drug Services (ADS) incorporates six areas including the Opioid Treatment Services, Medical Services, Consultation and Liaison Service, 10 bed Inpatient Withdrawal Service, Police and Court Drug Diversion Service and Counselling and Treatment Services. This is an exciting, new position that will work in collaboration with a successfully established Nurse Practitioner position within the Alcohol and Drug Services. Under broad direction, you will implement a specific Alcohol and other Drug Nurse Practitioner services to people with substance misuse disorder in the public health sector. This includes providing services in the acute care setting and in the community setting. This position will work collaboratively with the ADS Specialist Medical Services.

Eligibility/Other Requirements: Be registered as a Registered Nurse or have applied for registration with the Australian Health Practitioner Regular Agency (AHPRA), with no conditions. Successful completion of an NMBA approved program of study leading to endorsement as a Nurse Practitioner or a program that is substantially equivalent to an NMBA approved program of study leading to endorsement as a Nurse Practitioner as determined by the NMBA. Please note prior to commencement successful candidates will be required to: undergo a pre-employment Police check; be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a permanent part-time position. Hours will be negotiated with the successful applicant. The salary above will be pro rata for part time hours.

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

Health
Canberra Hospital and Health Services
Surgery and Oral Health
Medical Staff
Senior Perfusionist
Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 25765, expected vacancy)

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health, Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The Division of Surgery and Oral Health is responsible for delivering inpatient and outpatients surgical and medical imaging services and prevention and treatment dental health programs for children, targeted youth and adults of the ACT and surrounding region. The Division includes Surgical Bookings and Pre-Admission Clinic, Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, Medical Imaging, specialist surgical ward areas, medical and nursing Outpatient services, Shock Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program. Overview of the work area and position: The Cardiac Surgery Department of The Canberra Hospital is a busy service supported by excellent imaging and diagnostic facilities. The Cardiac Surgery faculty currently consists of two consultants, three registrars and two perfusionists, as well as one full-time secretary. Eligibility/Other Requirements: Complete the two year Diploma of Perfusion as administered by the Australasian Board of Cardiovascular Perfusion (ABCP); qualified Australian Board of Cardiovascular Perfusion Diploma with five years Perfusion post graduation experience; participate in Perfusion close call 24 hours seven days a week; comply with ACT Health credentialing requirements for allied health professionals. Prior to commencement successful candidates will be required to undergo a pre-employment Police check. Contact Officer: Shannon Dougan (02) 6244 4175 shannon.dougan@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Women, Youth and Children Community Health Programs

Central Clinical Nurse Consultant

Registered Nurse Level 3.2 \$112,687, Canberra (PN: 27185)

Gazetted: 16 February 2017

Closing Date: 23 February 2017

Details: 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 Regional Team is motivated, ambitious and has a great workplace culture. We are looking for the right person to join us as a Clinical Nurse Consultant (CNC). This CNC position is responsible for the clinical leadership of the School Immunisation Program, Kindergarten Health Check, Audiometry Nurse Service and the Asthma Nurse Educator Service. This role requires a registered nurse with a broad knowledge and clinical skill base who has strong interpersonal skills, embraces change and enjoys working within a small team environment. We understand you may not have clinical experience in ALL these speciality areas however it is expected that your experience and competence at an advanced level of community nursing practice would guide your clinical governance. You will be working closely with and be supported by the Central Team Manager. High School Immunisation: The High School Immunisation Program provides vaccination to year 7 students in accordance with the National Immunisation Program. Currently the team visit all ACT schools three times a year, to provide Human Papillomavirus Vaccine (3 doses), Diphtheria, Tetanus and Pertussis vaccine (1 dose) and Varicella vaccine (1 dose). Kindergarten Health Check: The Kindergarten Health Check consists of a vision, hearing and body measurement check (height, weight, BMI). Parents are advised of referral options and given relevant health information handouts. Audiometry Nurse Clinic: The Audiometry Nurse provides a standardised, comprehensive hearing health service for children aged between 18 months to 18 years. They interpret assessment results, discuss appropriate management and referral options with client/caregiver as well as provide hearing health promotion, community education and student mentoring. Asthma Nurse Educator Service: The Asthma Nurse Educator Service provides children and young people (up to 25years), families and community groups with up to date asthma education and support. The

Asthma Nurse works closely with General Practitioners, specialists, pharmacists and ACT Health Staff to improve and maintain respiratory health for the individual and the wider community.

To be successful in this position, it is expected that the successful candidate will have the following attributes: Strong organisational and leadership skills with a high degree of drive; Adaptability and flexibility to accommodate change and provide responsive services to meet clients needs; · Kindness; and Ability to work within a team as well as autonomously.

Eligibility/Other Requirements: Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA); current driver's licence. Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Desirable: Clinical experience and/or qualifications in a related and relevant clinical speciality e.g. Public Health, Advanced Clinical Practice or Paediatrics; Recent experience in clinical leadership; A strong Primary Health clinical background in a community setting.

Note: This is a full-time, permanent position. Monday to Friday 0830-1700hrs. You will be based in the City however you will travel and support staff all over the ACT.

Contact Officer: Carolyn Thomas (02) 6205 1575 carolyn.thomas@act.gov.au

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Administration

Ophthalmology Clinic Coordinator

Registered Nurse Level 3.1 \$99,680 - \$103,782, Canberra (PN: 26159)

Gazetted: 16 February 2017

Closing Date: 23 February 2017

Details: About us: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for Acute Services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include Early Childhood, Youth and Women's Health; Dental Services, Rehabilitation and Community Care; Mental Health and Alcohol and Drug Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: Reporting to the Assistant Director of Nursing, of the Division of Surgery and Oral Health, the Ophthalmology Clinic Coordinator will work under the general direction of the Director of Ophthalmology to ensure the delivery of high quality, patient centred nursing, orthoptic and ophthalmic services, within the Ophthalmology Outpatient Clinic setting. The multidisciplinary outpatient Ophthalmology team at Canberra Hospital comprises three orthoptists, three nursing staff, four specialist ophthalmologists, four VMO ophthalmologists and three ophthalmology registrars. It is responsible for the coordination and delivery of ophthalmic health care in the ACT. The clinic provides all emergency eye services for the territory, and non-emergency corneal, retinal, paediatric and neuro-ophthalmic clinics. Cataract surgery, and non-retinal eye surgery is performed at Calvary Hospital. We aim to ensure effective and efficient patient care is provided in line with ACT Health values. The Division of Surgery and Oral Health, is responsible for delivering inpatient and outpatients surgical 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, Department of Anaesthesia, Pain Management Unit, Operating Theatres, Post-Anaesthetic Care Unit, Day Surgery Unit and Admissions/Extended Day Surgery Unit, specialist inpatient surgical ward areas, medical and nursing Outpatient services, S Trauma Service, Trauma and Orthopaedic Research Unit and the ACT Dental Health Program.

Eligibility/Other Requirements: Be registered or have applied for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a Registered Nurse. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

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

Contact Officer: Cathy Burns (02) 6244 2601 cathy.burns@act.gov.au

Corporate

Strategic Finance

Financial Operations Support

Finance Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 17952)

Gazetted: 16 February 2017

Closing Date: 2 March 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 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: An opportunity is available for a suitably qualified Financial Client Manager to join the Financial Management Branch at ACT Health. The unit provides financial support and advice to Executives and Operational Management within the organisation on matters related to budgeting, reporting, complex analyses and financial compliance issues. Given the consultative nature of the role, it is essential that the candidate has a strong focus on customer service and relationship management. We are looking for an energetic team player to join the team.

Eligibility/Other Requirements: Degree qualified (in a related discipline); experience in Financial Management, Accounting is desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available for a period of 12 months with the possibility of extension. Selection may be based on written application and referee reports only. A merit list may be established to fill future temporary positions at level which may arise over the next 12 months.

Contact Officer: Tony Liu (02) 6174 7971 tony.liu@act.gov.au

Population Health, Protection and Prevention

Health Improvement

Policy Research and Evaluation

Research and Evaluation Coordinator

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 32556)

Gazetted: 16 February 2017

Closing Date: 23 February 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 Protection and Prevention Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The 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 Improvement Branch is responsible for improving the health and well being of the ACT population through promoting healthy behaviours and lifestyles and providing ongoing monitoring and evaluation of health programs and policy. The Branch includes the ACT Cancer Registry, ACT Cervical Screening Program, Epidemiology, Health Promotion, the Health Promotion Grants Program, and Population Health Research and Evaluation. Overview of the work area and position: The Research and Evaluation Section provides support and coordination for research, evaluation and public health nutrition across the Population Health Division. The Section is responsible for implementing the ACT Population Health Research Strategy, and leading actions under the whole-of-government Healthy Weight Initiative evaluation and food environment themes. Under broad direction, the successful applicant will coordinate, advise and collaborate on program evaluation and research activities across the Population Health Division, with a focus on the evaluation of the whole-of-government Healthy Weight Initiative.

Eligibility/Other Requirements: A tertiary qualification and experience in a field relevant to public/population health research and/or evaluation is highly desirable. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available for the period 20 March 2017 until 19 January 2018, with the possibility of extension. This is a part-time position at 14.7 (0.4FTE) hours per week and the salary noted above will be paid pro-rata. Selection may be based on application and referee reports only.
Contact Officer: Erica Nixon (02) 6205 4709 erica.nixon@act.gov.au

Population Health

Health Improvement

Research and Evaluation Coordinator

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 34537)

Gazetted: 16 February 2017

Closing Date: 23 February 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 Protection and Prevention Division has primary responsibility for the management of population health issues within ACT Health. The Division undertakes the core functions of prevention, assessment, policy development and assurance, and contributes to local and national policy, program delivery and protocols on population health issues. The 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 Improvement Branch is responsible for improving the health and well being of the ACT population through promoting healthy behaviours and lifestyles and providing ongoing monitoring and evaluation of health programs and policy. The Branch includes the ACT Cancer Registry, ACT Cervical Screening Program, Epidemiology, Health Promotion, the Health Promotion Grants Program, and Population Health Research and Evaluation. Overview of the work area and position: The Research and Evaluation section provides support and coordination for research, evaluation and public health nutrition across the Population Health Division. The section is responsible for implementing the ACT Population Health Research Strategy, and leading actions under the whole-of-government Healthy Weight Initiative evaluation and food environment themes. Under broad direction, the successful applicant will coordinate, advise and collaborate on program evaluation and research activities across the Population Health Division, with a focus on the evaluation of the whole-of-government Healthy Weight Initiative.

Eligibility/Other Requirements: Prior to commencement successful candidates will be required to undergo a pre-employment Australian Federal Police check. Tertiary qualifications and experience in a field relevant to Public/Population Health Research and/or Evaluation is highly desirable.

Note: This is a temporary position available for the period 20 March 2017 until 31 December 2017, with the possibility of extension and/or permanency from this process.

Contact Officer: Erica Nixon (02) 6205 4709 erica.nixon@act.gov.au

Canberra Hospital and Health Services

Critical Care

Intensive Care Unit

Registered Nurse Intensive Care Unit

Registered Nurse Level 2 \$86,944 - \$92,151, Canberra (PN: 22287, several)

Gazetted: 16 February 2017

Closing Date: 23 February 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 division of Critical Care provides comprehensive services to patients requiring critical care treatments and includes the Intensive Care Unit, Emergency Department and Acute Clinical Services Unit (Acute Surgical Unit, Medical Emergency Team and the Early Recognition of the deteriorating patient program). The Intensive Care Unit is a 31 bed level 3 Territory Referral Centre, which admits over 1900 patients a year. The Intensive Care Unit has unlimited accreditation with the College of Intensive Care Medicine of Australia and New Zealand for training in intensive care and has advanced trainees providing after hours cover. The Intensive Care Unit is a core member of ANZICS.

The Unit satisfies College requirements for training in Neurosurgery, Cardiothoracic and Trauma.

The Unit participates in international multi-disciplinary and multi-centre research. The Unit has a strong commitment to teaching at undergraduate and postgraduate and research with excellent opportunities for collaborative research. The Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region serving a population in excess of 650 000. It is a modern 670+ bed hospital providing most major medical and surgical sub-specialty services.

Nurses at this level provide a competent and safe level of nursing care commensurate with experience to patients within ACT Health. The activities required of roles at this level are predominately clinical in nature. Nurses at this level accept accountability for their own practice standards, activities delegated to others and the guidance and development of less experienced staff

Eligibility/Other Requirements: Registered or eligible to register as a Registered Nurse with Australian Health Practitioner Regulation Agency (AHPRA). **Desirable:** (a) A Registered Nurse whose qualification meets the minimum standard for registration in Australia, with a minimum of three years full-time equivalent (FTE) post registration experience in the relevant field, or (b) A Registered Nurse whose qualification meets the minimum standard for registration in Australia, who holds a post-graduate qualification, eligible for recognition through remuneration of a qualification allowance, with a minimum of 12 months full-time equivalent (FTE) experience in the relevant field. **Please note prior to commencement successful candidates will be required to:** Undergo a pre-employment Police check.

Contact Officer: Genevieve Harrigan (02) 6244 2756 genevieve.harrigan@act.gov.au

Canberra Hospital and Health Services

Medicine

Acute Support Service

Social Worker

Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 16883)

Gazetted: 16 February 2017

Closing Date: 2 March 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. Social Work, Acute Support is responsible for the care and support of patients across a number of acute hospital settings. These include all the Medical and Surgical wards, Intensive Care, the Emergency Department, Maternity and Paediatric wards and a range of outpatient settings. Social Workers assist patients, their families and carers to respond effectively to personal and practical concerns or issues that result from changes in the patient's health. Services are based on values that support people to make their own decisions about their circumstances. Social Workers work as part of the health care team, to assist patients achieve their goals. Services are provided within a culturally safe environment and are efficient and flexible. Overview of the work area and position: Applications are invited from experienced Social Workers interested in working in establishing new services and improving existing services in a challenging acute hospital environment. The successful applicant will work within a social work clinical prioritisation framework providing service to one or a number of adult, maternity and paediatric inpatient and outpatient units.

Opportunities exist to initiate quality improvement activities, provide professional supervision, rotate areas of clinical responsibility, participate in professional development activities and undertake further education. Social Work Service provides leadership in psychosocial care of patients and their families or carers. Services include crisis support, assessment and identification of issues and concerns, problem solving, counselling and linkage with specialist services, access to resources, discharge planning and advocacy. The overall function of the position is to promote positive client outcomes through the provision of high quality clinical services, networking and liaison with service providers, health promotion activities and education. Quality improvement, research, provision of supervision and rotation across clinical areas and ability to work as part of a multidisciplinary team are expected roles of this position.

Eligibility/Other Requirements: Mandatory: A degree in Social Work with eligibility for membership of the Australian Association of Social Workers. Minimum of five years experience post bachelor degree qualification in Social Work. If practising clinically (providing direct clinical care to patients or supervising staff providing direct clinical care to patients) as an allied health professional in any capacity at any time in ACT Health facilities, the person occupying this position will be required to comply with ACT Health credentialing requirements for allied health professionals. Initial credentialing is completed following a pre-offer for a position, prior to any appointment being made. Highly desirable: Previous hospital experience. A current driver's licence. Prior to

commencement successful candidates will be required to undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a permanent part-time position at 25.43 hours per week and the salary noted above will be paid pro-rata. An order of merit may be established to fill future vacancies at level, which may arise over the next 12 months. Selection may be based on written application only or a combination of application and interview. This position may be required to participate in overtime, on call and/or rotation roster.

Contact Officer: Fiona Holihan (02) 6244 2316 fiona.holihan@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 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 31733)

Gazetted: 16 February 2017

Closing Date: 2 March 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: Mandatory: At least a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with Australian Health Practitioner Regulation Agency (AHPRA). Current driver's licence. Comply with ACT Health credentialing requirements for allied health professionals. 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.

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 and including rotating weekends.

Contact Officer: Helen Braun (02) 6174 5406 helen.braun@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 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 37050)

Gazetted: 16 February 2017

Closing Date: 23 February 2017

Details: ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were

developed by us, for us and are unique to our work. Overview of the work area and position: Mental Health, Justice Health, Alcohol and Drug Services 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. 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. Gungahlin Mental Health Team, Adult Community Mental Health Teams 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 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: have current registration issued under the *ACT Working with Vulnerable People Act 2011*; and undergo a pre-employment Police check.

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

Contact Officer: Bridget Dillon (02) 6205 1110 bridget.dillon@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 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade), Canberra (PN: 27537)

Gazetted: 16 February 2017

Closing Date: 23 February 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 Teams 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 driver's licence. Comply with ACT Health credentialing requirements for allied health professionals.

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: Undergo a pre-employment Police check. Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Contact Officer: Nikki O'Dwyer (02) 6205 1110 Nikki.O'Dwyer@act.gov.au

Innovation

Policy and Stakeholder Relations

Academic Unit of General Practice

Senior Research Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 36553)

Gazetted: 16 February 2017

Closing Date: 23 February 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:** A position has become available within the Academic Unit of General Practice, located at the Canberra Hospital. The successful candidate will provide high level research assistance to the Professor of General Practice and other research General Practitioners across several concurrent research projects in primary care. Candidates will have a demonstrated high level of competence in quantitative and qualitative research methods related to primary health care; in working closely with stakeholders, managing and analysing data using various software packages and in presentation of research findings and publication.

Eligibility/Other Requirements: A degree in Health or Social Sciences and significant research experience in primary health care in Australia. Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check and be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Notes: This is a temporary position available until 31 December 2017 with the possibility of extension.

Contact Officer: Kirsty Douglas (02) 6244 4947 kirsty.a.douglas@anu.edu.au

Quality, Governance and Risk

Quality, Governance and Risk Executive

Personal Assistant

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 20527)

Gazetted: 16 February 2017

Closing Date: 2 March 2017

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

The Quality, Governance and Risk Division will be the ethical centre for ACT Health, leading and co-ordinating initiatives across the directorate to ensure that ACT Health maintains a patient-centred focus that is applied first and foremost in all that is developed and delivered. This Division will be the voice of quality and safety ensuring that budget demands and other efficiency requirements do not disproportionately dictate decision-making. The Quality, Governance and Risk Division will have a large role in the compliance space, increasing awareness of relevant obligations and providing advice on how best they can be met, while at the same time encouraging the directorate to engage with risk appropriately. **Overview of the work area and position:** The Quality, Governance and Risk Division will lead and oversee the development of organisational policy, processes and initiatives regarding safety and quality in the ACT Health service delivery context, and public sector requirements around risk

and compliance. Quality, Governance and Risk Division will act in an autonomous manner, advocate for safety and quality at all times and provide high-level advice and support, ensuring difficult decisions are made sensibly despite conflicting objectives and diverse stakeholder needs. The Quality, Governance and Risk Division will monitor safety and quality issues throughout ACT Health to ensure a patient-centred focus and argue for safety and quality at all levels.

Eligibility/Other Requirements: Desirable: A vast TRIM Experience.

Please note 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 twelve months with the possibility of permanency.

Contact Officer: Anthony Goodwin (02) 6207 4801 anthony.goodwin@act.gov.au

**Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Cancer Nursing**

Registered Nurse - Medical Oncology Outpatients

Registered Nurse Level 1 \$62,609 - \$83,634, Canberra (PN: 25736, several)

Gazetted: 16 February 2017

Closing Date: 23 February 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: Opportunities exist for suitably experienced Registered Nurses to assist in supporting high quality patient outcomes in the Oncology Day Therapy Unit (DTU). The DTU is a busy unit providing oncology and immunology ambulatory care services. The nursing staff provide quality patient care and will be trained in safe administration of chemotherapy and associated therapies. Several positions are available.

Eligibility/Other Requirements: Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). Please note prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Notes: These are temporary positions, available for six months.

Contact Officer: Wendy Spencer 0431 887 346 wendy.spencer@act.gov.au

**Canberra Hospital and Health Services
Women, Youth and Children
Womens and Babies**

Obstetrics and Gynaecologist

Staff Specialist Band 1-5 \$162,039 - \$199,961, Canberra (PN: 27541)

Gazetted: 16 February 2017

Closing Date:

Overview of the work area and position: These opportunities suit highly skilled clinicians with extensive experience in the practice of evidence based Obstetrics and Gynaecology. The successful candidate will provide leadership, and work as a team member while demonstrating a commitment to teaching medical students, interns, residents, registrars as well as nursing/midwifery and allied health professionals. Demonstrated commitment to all aspects of clinical governance, demonstrated high level communication and interpersonal skills and demonstrated experience conducting and leading research and audit in relevant areas of practice are essential criteria. The Specialist will be required to manage inpatients referred to the Obstetrics and Gynaecology service at the new Centenary Hospital for Women and Children, participate on the on-call Obstetrics and Gynaecology roster, conduct outpatient antenatal clinics and contribute to the teaching program of ANU Medical School. The Department of Obstetrics and Gynaecology at Canberra Hospital provides tertiary level obstetrics and gynaecological services to the ACT and surrounding regions. Canberra Hospital has more than 3,500 births per year and is a level 6 referral centre for high risk pregnancies for the region. It is the only tertiary care peri natal unit between Sydney and Melbourne and has a busy Fetal Medicine Unit. The department is accredited by RANZCOG for subspecialty training in Maternal Fetal Medicine. Canberra Hospital's Centre for Newborn Care has over 650 admissions per year. The Department provides gynaecological services to the same region with support for gynaecological oncology from Royal Women's Hospital Randwick. The department has a well supported RANZCOG training programme including those rotated to other metropolitan and rural rotations. There is an active junior doctor programme which is producing quality trainees interested in continuing in Obstetrics and Gynaecology. Involvement in departmental teaching and research is encouraged and supported. There is a strong commitment

to quality and audit. Salary, Remuneration and Conditions: Staff Specialist Bands 1-5: \$162,039 - \$199,961 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, ranges from \$265,033 - \$351,512 Eligibility/Other Requirements: o Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). o Be registered or eligible for registration for Fellowship of the Royal Australian & New Zealand College of Obstetricians and Gynaecologists (RANZCOG) or an equivalent higher specialist qualification. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. o Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes. Please contact the Occupational Medicine Unit (OMU) on OMUACTHealth@act.gov.au Contact Officer: Dr Boon Lim, Clinical Director Obstetrics & Gynaecology (02) 6174 7591 boon.lim@act.gov.au Applications can be forwarded to: Apply online at <http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

Canberra Hospital and Health Services
Mental Health, Justice Health, Alcohol and Drug Services
Adult Community Mental Health Services
Project Officer

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 35724)

Gazetted: 16 February 2017

Closing Date: 23 February 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: Expressions of interest are sought from an enthusiastic and innovative individual with project management and community mental health experience to fill the temporary Project Officer role for the Implementation of the Adult Community Mental Health Services (ACMHS) Model of Care. This role will require the successful applicant to lead and coordinate the Implementation of the ACMHS Model of Care within the Division of Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS). This position requires higher level verbal and written communication skills as well as the proven ability to consult effectively with various stakeholder groups through well-developed interpersonal, negotiation and conflict resolution skills

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

Note: This is a temporary position available for a period of eight months. Please submit your expression of interest (3 page max) in response to the Selection Criteria and Duty Statement (see below), as well as your curriculum vitae and contact phone numbers of two referees.

Contact Officer: Rachael McMahon (02) 6205 8559 rachael.mcmahon@act.gov.au

Canberra Hospital and Health Services
Cancer Ambulatory and Community Health Support
Cancer Ambulatory and Community Health Support Medical
Cellular Biologist

Health Professional Level 5 \$116,570 - \$131,229, Canberra (PN: 38089)

Gazetted: 16 February 2017

Closing Date: 2 March 2017

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

Services. In addition, Justice Health Services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. Overview of the work area and position: The Successful applicant should have both basic and translational science experience, covering molecular biology, cell biology and animal studies in cancer research. The applicant will be motivated to build a competitive program of basic and translational research that supports the academic and clinical interests of the Radiation Oncology Department.

Eligibility/Other Requirements: Current driver's licence; PhD, with experience in molecular and cellular biology and animal studies; at least five years research experience as a Post Doctoral fellow and a demonstrated productivity in terms of publication output, research grants and student supervision. Prior to commencement successful candidates will be required to undergo a pre-employment Police check.

Note: This is a temporary position available from 31 March 2017 until 31 March 2020.

Contact Officer: Hany Elsaleh (02) 6244 2276 hany.elsaleh@act.gov.au

Canberra Hospital and Health Services

Women, Youth and Children

Paediatrics

Paediatrician

Senior Specialist Senior Specialist \$218,921, Canberra (PN: 37958)

Gazetted: 16 February 2017

Closing Date:

Overview of the work area and position: Paediatrics at Canberra Hospital (PatCH), collocated within the Centenary Hospital for Women, Youth and Children, can cater for up to 50 inpatients, and has an active medical and surgical day stay and clinical investigation unit, and a busy and growing outpatient department. There is also a tertiary accredited Level 5 NICU. The hospital also offers subspecialty paediatric care in areas of Paediatric Respiratory Medicine, Paediatric Nephrology, Paediatric Endocrinology and Diabetes and Paediatric Surgery. The Outpatient department includes a range of multidisciplinary clinics and is actively supported by staff specialists and visiting consultants from Canberra and from Paediatric tertiary hospitals in Sydney. There is a Paediatric Surgical Unit that performs a wide range of paediatric and neonatal surgery and is an accredited paediatric surgical training centre. The emergency department for the Canberra Hospital sees over 18,000 paediatric presentations per year, and is accredited with the RACP for paediatric basic training and ACEM training. The department has an FRACP training program with a paediatric fellow, 10 registrars, 6 SRMO positions and 5 PGY2 positions. We regularly have candidates undertaking the DCH in preparation for RACP or RACGP training. There is an active junior doctor programme which is producing quality trainees interested in continuing in paediatrics. Involvement in departmental teaching is required and research is encouraged and supported. Canberra Hospital is the only paediatric tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of over half a million. Canberra Hospital is a modern 600-bed hospital providing most major medical and surgical sub-specialty services. Salary, Remuneration and Conditions: Senior Specialist: \$218,921 Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9.5%-10.5% depending on individual arrangements, is payable on this salary component. Indicative total remuneration, inclusive of applicable allowances, and assuming 9.5% superannuation, value of: \$351,512 Eligibility/Other Requirements: o Be registered or be eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA). o Fellowship of the Royal Australian and New Zealand College of Paediatrics or equivalent high specialist qualifications. o Minimum of 7 years post fellowship experience. Please note prior to commencement successful candidates will be required to: o Undergo a pre-employment Police check. Compliance Certificate from OMU (Occupational Medicine Unit) relating to assessment, screening & vaccination processes against specified infectious diseases.

Contact Officer: Dr Tim McDonald, A/g Clinical Director Department of Paediatrics (02) 6174 7607

tim.mcdonald@act.gov.au Applications can be forwarded to: Apply online at

<http://www.health.act.gov.au/employment> (preferred method), by post to the Senior Medical Recruitment Officer, Employment Services, Level 2, 6 Bowes Street PHILLIP ACT 2605

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 Law Courts and Tribunal

ACT Civil and Administrative Tribunal

ACAT Administration Manager

Senior Officer Grade C \$98,977 - \$106,542, Canberra (PN: 38035)

Gazetted: 14 February 2017

Closing Date: 28 February 2017

Details: The ACT Law Courts and Tribunal Administration is seeking an experienced manager to undertake the role of Administration Manager of the ACT Civil and Administrative Tribunal (ACAT). The successful applicant will have effective people management skills and be able to work with a range of stakeholders, including tribunal users, staff and members, to achieve quality outcomes for the ACAT. Responsibilities include leading a number of teams providing registry administrative services, managing and training staff to ensure that the work of the team is effective, consistent and accurate, planning and managing resources to meet ACAT's current and future operational needs, responding to complex enquiries and exercising the statutory appointment of Deputy Registrar as required. The occupant will also be required to manage monthly and annual workload statistics and oversee ACAT facilities management and accommodation services.

Eligibility/Other Requirements: Demonstrated knowledge and understanding of the role of the ACT Civil and Administrative Tribunal in the ACT Community and of ACAT practices, procedures and related legislation would be an advantage.

Note: This is a re-advertised position. Previous applicants will be considered and need not reapply.

Contact Officer: Cath Fallon (02) 6205 0609 cath.fallon@act.gov.au

ACT Government Solicitor

Executive

Executive Assistant

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 10375)

Gazetted: 09 February 2017

Closing Date: 23 February 2017

Details: The ACT Government Solicitor (ACTGS) provides legal services, including advice and representation to the ACT, its government agencies, ministers and office holders. ACTGS is seeking an experienced candidate for the role of Executive Assistant to manage both the offices of Solicitor-General and General Manager. The successful candidate will provide high-level secretarial, administrative and legal support within a professional office. Applicants would have experience in the management of senior executive offices and an appreciation of legal practice and operations of Government. The role is also responsible for the management and monitoring of ministerial correspondence and cabinet submissions for ACTGS as well as oversight of other personal assistants. The successful candidate will have a high regard for confidentiality, excellent organisational, time management and effective communication skills as well as the ability to exercise good judgement in a variety of situations. Demonstrated experience and ability to guide, direct, motivate, develop others and to lead with a positive and client focused approach is a requirement.

Eligibility/Other Requirements: Demonstrated experience in a similar role and an understanding of legal terminology, legal research methods and procedures is desirable. Knowledge of Open Practice and TRIM will be highly regarded.

Note: Selection may be based on written application and referee reports only. An order of merit may be established for the purposes of recruiting similar positions within the next 12 months from this process.

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

Corporate

Governance

Ministerial Services Unit

Assembly Liaison Officer

Administrative Services Officer Class 6 \$78,644 - \$90,006, Canberra (PN: 11105)

Gazetted: 13 February 2017

Closing Date: 27 February 2017

Details: The Ministerial Support Unit (MSU) is seeking a highly motivated, organised and energetic team player who has the capacity to adapt quickly to a new work environment. This is an exciting opportunity to further develop your knowledge and understanding of the Justice and Community Safety Directorate and the coordination

and flow of information between the Directorate and Minister's Office. The Assembly Liaison Officer under direction of the Manager, Ministerial Support will: Proof read, critically examine and, where required, edit or negotiate change to documents for the Minister and departmental executive, as well as schedule and track the movement of documents within the department and the Minister's office; coordinate the preparation of replies to ministerial correspondence throughout a full cycle from data entry new correspondence in organisational business systems to the closing of records following signature by the relevant minister; liaise with departmental line agencies, the departmental executive office and the portfolio Minister's office to coordinate the preparation and movement of Cabinet, ministerial and Legislative Assembly documents including appointments, and assist in the coordination of comments on these documents by departmental agencies; undertake research, coordination and preparation of briefings, correspondence and other documents as required; assist with other work to ensure the objectives of the Ministerial Services Unit are achieved and undertake other duties as directed and maintain records in accordance with the *Territory Records Act 2002*.

Eligibility/Other Requirements: An understanding of Cabinet, Ministerial, Legislative Assembly and machinery of government processes. This is a designated security assessed position. Confirmation of employment is subject to satisfactory outcome of the security clearance.

Contact Officer: Karen Schofield (02) 6205 4775 karen.schofield@act.gov.au

Legislation, Policy and Programs

Restorative Justice Unit

Administration and Evaluation Officer

Administrative Services Officer Class 5 \$72,986 - \$77,256, Canberra (PN: 36492)

Gazetted: 09 February 2017

Closing Date: 16 February 2017

Details: Restorative Justice is a process whereby parties with a stake in a specific offence collectively resolve how to deal with the aftermath of the offence and its implications for the future. In the ACT, the *Crimes (Restorative Justice) Act 2004* sets out the principles and goals that guide restorative justice processes in ways that promote safe and satisfying conferencing for people affected by crime. The ACT's Restorative Justice Unit (RJU) is the dedicated government agency responsible for receiving referrals from legislated criminal justice referring entities, assisting the voluntary personal involvement of the people affected by crime (victims, offenders and their families and communities) to provide a social context for creative justice-needs related solutions. An energetic and conscientious person is sought to fill the role of Administration and Evaluation Officer. The ideal applicant for this full-time position will have excellent communication skills and an ability to relate to a diverse client group. The person in this position needs to have a sound level of computer technology skills to support the management of the RJU database and provide accurate statistics reporting functions. Applicants should have a strong empathy and understanding of the impacts on clients exposed to trauma and violence.

Eligibility/Other Requirements: Experience managing data bases and compiling statistical reports is highly desirable. Knowledge of restorative justice legislation is highly desirable. Experience working in the criminal justice system is also highly desirable. A good level of emotional intelligence, experience and or qualifications in the criminal justice field and a good knowledge of the issues and needs of victims and offenders is highly desirable.

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

Note: This is a temporary position available from 9 March 2017 until 7 March 2018.

Contact Officer: Amanda Lutz (02) 6207 0041 amanda.lutz@act.gov.au

Corporate

Governance

Ministerial Services Unit

Ministerial Liaison Officer

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 14792)

Gazetted: 14 February 2017

Closing Date: 28 February 2017

Details: This Justice and Community Safety Directorate (JACS) Ministerial Support Unit (MSU) is seeking a highly motivated, organised and energetic team player who has the capacity to adapt quickly to a new work environment. The Ministerial Liaison Officer provides an exciting opportunity to further develop your knowledge and understanding of the Justice and Community Safety Directorate and the coordination and flow of information between the Directorate and Minister's Office. The Ministerial Liaison Officer under direction of the Manager,

Ministerial Support will: Proof read, critically examine and, where required, edit or negotiate change to documents for the Minister and directorate executive, as well as schedule and track the movement of documents within the directorate and the Minister's office; coordinate the preparation of replies to ministerial correspondence throughout a full cycle from data entry of new correspondence in organisational business systems to the closing of records following signature by the relevant minister; liaise with JACS Business Units and Statutory Office holders to coordinate the clearance process and notification of statutory instruments and other documents on the ACT Legislation Register via the Automated Document Lodgement System; undertake research, coordination and preparation of briefings, correspondence and other documents as required; assist with other work to ensure the objectives of the Ministerial Services Unit are achieved and undertake other duties as directed and maintain records in accordance with the *Territory Records Act 2002*. This is a designated security assessed position. Confirmation of employment is subject to satisfactory outcome of the security clearance. A driver's licence is desirable.

Contact Officer: Karen Schofield (02) 6205 4775 karen.schofield@act.gov.au

Human Rights Commission

Victim Support ACT

Case Manager

Health Professional Level 2 \$60,871 - \$83,563, Canberra (PN: 13808, several)

Gazetted: 10 February 2017

Closing Date: 7 March 2017

Details: An exciting opportunity exists for a full-time permanent, Registered Psychologist/Social Worker or Occupational Therapist to join Victim Support ACT to work in a small, dedicated, multidisciplinary team. This role requires a health professional who has an understanding and practical experience in working with people within a trauma informed service delivery model. The primary functions of these positions will be to provide client services to people who have become victims of crime, working with a panel of service providers and other government and community sector agencies to be able to provide Psychological First Aid, Psycho-education and support services to people using the legislative framework of the *Victims of Crime Regulation, Victims of Crime Act* and the Victims of Crime Financial Assistance Scheme. This role will also provide information and support to clients to navigate the justice system.

Eligibility/Other Requirements: For Social Work: Tertiary qualification in Social Work. Eligibility for membership of the Australian Association of Social Workers (AASW). For Psychology: A minimum of a four or five year accredited tertiary sequence of study in Psychology followed by a one or two year Board approved internship (i.e. 4+2 or 5+1). General Psychology registration with the Psychology Board of Australia (AHPRA). Psychology Board of Australia approved Principal and Secondary supervisor for Internship and 5+1 program. For Occupational Therapy: Degree (or recognised equivalent) in Occupational Therapy and registered with the Australian Health Practitioner Regulation Agency, eligible for professional membership of Occupational Therapy Australia. It is highly desirable to have a minimum of three years experience working within a mental health clinical setting. Prior to commencing in this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* may be required. For further information on Working with Vulnerable People registration refer to -

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

Contact Officer: Roz Fitzgerald (02) 6205 2161 roz.fitzgerald@act.gov.au

ACT Corrective Services

Custodial Operations

Alexander Maconochie Centre

Correctional Operations Manager

Correctional Officer Grade 4 \$100,048 - \$106,702, Canberra (PN: 19248)

Gazetted: 15 February 2017

Closing Date: 2 March 2017

Details: A career opportunity has arisen in ACT (Australian Capital Territory) Corrective Services for an experienced, highly motivated, career-oriented Correctional Operations Manager. Canberra, being the capital of Australia, is located three hours drive south of Sydney and is home to Australia's first prison built within the legislative environment of the *Human Rights Act 2004 (ACT)*. The successful applicant will report to the Deputy General Manager, Custodial Operations, and will be responsible for managing a team of custodial managers and officers undertaking all aspects of custodial operations day to day business, with specific responsibility and accountability for the following: Management and placement of all detainees with suicide/self harm, psychiatric, medical, escape and violence ratings; Joint oversight and management of the Crisis Support Unit, Management Unit and Assisted

Care Unit; Planning and execution of individual management plans for high risk, vulnerable and complex needs detainees; Direct support and collaborative engagement with non custodial service providers including but not limited to Corrections Psychological and Support Services, Offender Services and Justice Health/Forensic Mental Health ensuring collaborative approach to detainee management is achieved; Oversight of multidisciplinary and Offender Management Centric committees including, but not limited to, High Risk Assessment team, Intensive Case Management, Violence Reduction team, Security and Emergency Management Committee and Classification Review (Sentence Planning Group); and Liaising with key stakeholders in the criminal justice system, including interstate agencies with respect to detainee transfers, police matters, and other matters including intelligence functions as they relate to custodial services in the ACT. Further to this, the successful applicant will provide advice and support to correctional staff across the whole of Custodial Operations. This will include identifying and implementing professional development and training opportunities to ensure all correctional staff are sufficiently skilled to perform their duties. This will also include managing the development, evaluation and implementation of new policies and operating procedures to maintain the effective capability of the Alexander Maconochie Centre (AMC). To be successful, you will demonstrate significant experience as a Custodial Manager, having managed all aspects of a complex correctional centre. You will also demonstrate a passion for people and a commitment to the healthy prison concept and rehabilitative outcomes for incarcerated individuals. Further, you will demonstrate exceptional judgement and an ability to develop, implement and evaluate key performance criteria.

Eligibility/Other Requirements: Relevant custodial experience; Certificate III and IV in Correctional Practice (Custodial), or equivalent, essential; Tertiary qualifications in Correctional Management, Management, Law, Criminology or other behavioural science, highly desirable; Current unrestricted manual driver's licence and Senior First Aid Certificate are essential requirements; Eligible applicants may be required to undergo pre employment psychological and medical testing and a Police Record Check. There are four stages to this recruitment process: (1) initial application assessment; (2) psychometric (psychological aptitude) testing (please note, we are unable to provide feedback about the results of the psychometric test); (3) interview; and (4) referee assessment.

Candidates who successfully complete each stage will undergo a medical assessment and a criminal history check. A current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* will be required upon commencement. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 To be eligible to apply you must be an Australian citizen or a permanent resident of Australia (includes New Zealand citizens).

Note: The position classification is Correctional Officer Class 4 and attracts a salary between \$100,048 and \$106,702 plus a 30% loading in lieu of penalty payments. The package also includes five weeks annual leave plus additional hours in lieu of public holidays. The successful applicant may be required to work varying shifts, including 12 hour rotational rostered shifts, and provide after hours on-call support and/or advice as per operational requirements. To apply, applicants are required to submit five items: (1) ACT Government Application Cover Sheet; (2) statement of claims against specified selection criteria (no more than five pages); (3) a current resume; (4) the names and contact details of two referees (one should be a current supervisor/manager); and (5) a copy of their driver's licence. Please ensure you submit all five items.

Contact Officer: Don Taylor (02) 6207 0847 don.taylor@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

Corporate and Business Enterprises Division

Canberra Cemeteries

Customer Service Officer (Sales)

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 28027)

Gazetted: 10 February 2017

Closing Date: 28 February 2017

Details: Canberra Cemeteries seek a customer service focused individual that will primarily be responsible for being the first point of contact with the general public and business partners. The individual will be able to interpret customer requirements efficiently with understanding and empathy.

Eligibility/Other Requirements: Class C driver's licence. Desirable: Certificate III Working in a Cemetery Environment or equivalent; and Other cemetery specific training.

Note: Applicants are encouraged to thoroughly review the position description.
Contact Officer: Catherine Hales (02) 6204 0203 catherine.hales@act.gov.au

Transport Canberra
Public Transport Operations
Flexible Transport Office
Bus Driver
Special Needs Transport Drivers \$52,573 - \$55,542, Canberra (PN: SNDF03, several)

Gazetted: 15 February 2017

Closing Date: 1 March 2017

Details: The Flexible Transport Office operates Special Needs Transport Services, the Flexible Bus Service for the elderly and the disabled and the Aboriginal and Torres Strait Islander community Bus. The position requires the driver to safely operate a wheelchair accessible mini bus transporting children with disabilities to and from school on school days and to transport the elderly at other times. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability to apply.

Eligibility/Other Requirements: The successful applicant will hold (at a minimum) an ACT light rigid driver's licence (or equivalent in another jurisdiction) and an O endorsement or the ability to obtain those requirements. The successful applicant must hold a LR licence. 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

Note: There is one permanent position available and several casual positions available for filling.

Contact Officer: Ian Corey (02) 6205 0676 ian.corey@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
Public Transport Operations
Flexible Transport Office
Special Needs Bus Attendant
Special Needs Transport Attendants (GSOS2) \$48,500 - \$50,417, Canberra (PN: SNAP02, several)

Gazetted: 15 February 2017

Closing Date: 1 March 2017

The Flexible Transport Office operates Special Needs Transport Services, the Flexible Bus Service for the elderly and the disabled and the Aboriginal and Torres Strait Islander community Bus. The position requires the attendant to assist children with disabilities during their bus transport to and from home to school on school days and the elderly at other times. The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal and Torres Strait Islander background, and/or People with Disability to apply.

Eligibility/Other Requirements: This position requires a current first recognised Senior First Aid Certificate. 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

Note: There are two permanent part-time positions available at 25 hours per week. There are also several casual positions for filling. The salary noted above will be paid pro rata for part-time.

Contact Officer: Ian Corey (02) 6205 0676 ian.corey@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.

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

Acquisition, Demolition and Sales

Administration Support

Administrative Services Officer Class 4 \$65,671 - \$71,108, Canberra (PN: 34701)

Gazetted: 13 February 2017

Closing Date: 20 February 2017

Details: The successful applicant will deliver a range of complex administrative services to the Taskforce. Duties include, but are not limited to: data entry and retrieval of information, records and information management and drafting less complex correspondence. 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.

Eligibility/Other Requirements: 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 2017 with the possibility of extension. Selection may be based on application and referee reports only.

Contact Officer: Samantha Willimott (02) 6205 8668 samantha.willimott@act.gov.au

Sustainability and Climate Change

Carbon Neutral Government Program

Senior Manager, Carbon Neutral Government Program

Senior Officer Grade B \$116,570 - \$131,229, Canberra (PN: 36735)

Gazetted: 13 February 2017

Closing Date: 27 February 2017

Details: The Senior Manager, Carbon Neutral Government Program, will be responsible for managing the delivery of the ACT's Carbon Neutral Government Framework (CNGF) to achieve zero emissions from ACT Government operations by 2020. This position leads the team coordinating whole-of-government actions under the CNGF and will be accountable for the planning, implementation, delivery and overall performance of the CNGF.

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

Contact Officer: Stephen Bygrave (02) 6207 6357 stephen.bygrave@act.gov.au

APPOINTMENTS

Calvary Health Care ACT (Public)

Registered Nurse Level 1 \$62,609 - \$83,634

Anna Davaris, 1613500, Section 68(1), 20 February 2017

Administrative Services Officer Class 3 \$59,152 - \$63,661

Sinead Rutledge, 1613237, Section 68(1), 09 January 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Alysha Towns, 1613501, Section 68(1), 20 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Alisha Howarth, 1613502, Section 68(1), 20 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Claire Beckmann, 1613503, Section 68(1), 20 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Amber Keene, 1613504, Section 68(1), 20 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Lauren Cartwright, 1613509, Section 68(1), 20 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Tomgy Kunnumamthottil Thomas, Section 68(1), Section 68, 17 April 2017

Canberra Institute of Technology

Teacher Level 1 \$69,477 - \$92,704

Renee Brand 836-15843, Section 68(1), 13 February 2017

Chief Minister, Treasury and Economic Development

Administrative Services Officer Class 6 \$78,644 - \$90,006

Yvette Ryan 848-79656, Section 68(1), 12 January 2017

Administrative Services Officer Class 5 \$72,986 - \$77,256

Clara Chen 836-07624, Section 68(1), 11 February 2017

Education

Senior Officer Grade B \$116,570 - \$131,229

Areti Metuamate 848-82687, Section 68(1), 10 February 2017

Classroom Teacher \$61,597 - \$97,374

Amy Larissa Foran AGS 843-53734, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Andrea Frances Irving AGS 843-36088, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Andrew Ellicott AGS 848-97029, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Andrew Timothy Kahn AGS 843-41573, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Anna Louise Buesnel AGS 798-43683, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Anna-May Connell AGS 835-27974, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Ashley Rose Whild AGS 848-97141, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Belinda- Jean Esler AGS 848-967, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Benjamin Patrick Duggan AGS 843-40685, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Brooke Elizabeth Walsh AGS 843-32095, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Caitlin Ashleigh Thomas AGS 843-55860, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Cameron Major AGS 843-48281, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Cayley Maree Vranjican AGS 848-95891, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Charles Anthony Fairfield-Smith AGS 843-54171, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Chelsea May McKenzie AGS 848-88317, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Clare Margaret Whittaker-Allan AGS 843-31500, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Coreen Linda Sauriol AGS 843-33012, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Courtney Emma May AGS 843-27413, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Daniel Jacob Balshaw AGS 843-48855, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Daniel James Ewin AGS 843-57110, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Daniel Sebastian Best AGS 843-41688, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Danielle Maree Van Kemenade AGS 843-46761, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Denby Alexandra Lovell AGS 843-36715, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Dirk Wilkens AGS 843-55393, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Elisma Van Zyl AGS 817-94171, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Heather Anne Lombard AGS 848-90898, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Hoda Berjack AGS 848-93159, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Holly Narelle Betts AGS 843-45267, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Isabelle Telfer AGS 843-550787, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Jamie Thomson Butlin AGS 843-55043, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Janelle Amanda Jack AGS 848-96755, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Janine Renee Malec AGS 843-56476, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Jennifer Anne Batt AGS 835-31105, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Jessica Ann Marchant AGS 848-90361, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Jessica Clair Henry AGS 848-86063, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Jessie Copeman AGS 848-97352, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Joshua Allen Gurr AGS 843-55115, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Kara Nicole Brailey AGS 848-92308, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Kate Elizabeth Moskal AGS 843-42090, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Kate Louise Wilson AGS 848-86063, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Katherine Cain Deady AGS 843-47262, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Kellie Janine Williams AGS 843-35691, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Kimberley Jean Connell AGS 843-54606, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Kimberley Pierce AGS 848-88915, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Krystal Croker AGS 843-55756, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Kulivinder Kaur Chopra AGS 824-47657, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Baulman AGS 843-27819, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Laura Lodge AGS 843-36766, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Laura Wolfson 843-56134, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Lauren Seehars AGS 843-43034, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Lavanya Oruganti AGS 817-94550, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Lexie Justine O’Gorman AGS 843-53267, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Liam West AGS 843-33581, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Lindsay Radburn AGS 843-57137, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Lindsay Rose Saywell AGS 843-51237, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Lindsey Pike AGS 843-51018, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Lindsey Stewart AGS 843-36723, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Lisabeth Hemming AGS 835-44280, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Luke McKinnon AGS 843-47246, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Luke Parker AGS 843-54788, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Luke Robert Manwaring AGS 848-93706, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Madeleine Jane Budd Clayden AGS 848-90599, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Madison Faithe Samuels AGS 843-56521, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Nicolette Ruth Bramley AGS 848-90046, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Penelope Barbara George AGS 843-58199, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Peter Stephen Freeman AGS 848-90302, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Philippa Kate Needham AGS 843-33290, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Phoebe Jane Gilligan AGS 835-30997, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Rachel Anne Van Audenaerde AGS 835-37101, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Rachel Jessica Tibballs AGS 843-28600, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Rachel Robertson AGS 843-55318, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Rebecca Anne Doldissen AGS 843-56660, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Renee Elizabeth Willey AGS 848-94071, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Sam Andrew Hancox AGS 848-96763, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Samantha Rose Mitchell AGS 843-51341, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Samantha Wilson Grant AGS 843-27288, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Sandra Torres Monteiro AGS 843-55297, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Sarah Ann Missingham AGS 843-55625, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Sarah Jane Crittenden AGS 843-56142, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Sarah Jean Paterson AGS 848-88800, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Sarah Katherine Crawford AGS 843-57209, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Sarah May Ebbage AGS 843-49583, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Sarah Nicole Murcutt AGS 843-55027, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Sharon Louise Edwards AGS 843-55000, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Shaun William Grandi AGS 848-93693, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Stephanie Jane Williams AGS 843-55385, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Stephanie Jessica Walker AGS 843-51827, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Stephanie Lynda Johnston AGS 843-52192, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Stephanie Rae Vials AGS 843-42306, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Sue Yvette Holmes AGS 843-52766, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Sumana Rajah AGS 824-58727, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Tania Fernandez AGS 824-41730, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Tessa Bailey AGS 848-88907, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Therese Monica Skennar AGS 843-28766, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Timothy Patrick Maloney AGS 843-53187, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Tom Laurence O'Rourke AGS 848-93802, Section of Act 68 (1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Trent William Gavenlock AGS 843-49145, Section of Act 68(1), 24 January 2017

Classroom Teacher \$61,597 - \$97,374

Zoe Rothfield AGS 843-41637, Section of Act 68 (1), 24 January 2017

Environment, Planning and Sustainable Development

Administrative Services Officer Class 6 \$78,644 - \$90,006

Caitlin Westropp-Evans, Section of Act 68 (1), 14 February 2017

Health

Enrolled Nurse Level 1 \$56,784 - \$60,668

Rylee Cooper 845-19853, Section 68(1), 9 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Hayley Crimmins 844-34956, Section 68(1), 11 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Mindy Dominick 846-99890, Section 68(1), 7 March 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Chloe Jones 846-98863, Section 68(1), 11 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

David Legge 845-22243, Section 68(1), 6 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Jorja Muscio 844-35078, Section 68(1), 11 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Jessica Neddrie 845-19271, Section 68(1), 11 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Amouri Strydom 845-19263, Section 68(1), 11 February 2017

Administrative Services Officer Class 2 \$52,208 - \$57,648

Liisa Teivonen 847-00732, Section 68(1), 8 February 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Sian Telfer 846-99305, Section 68(1), 7 March 2017

Registered Nurse Level 1 \$62,609 - \$83,634

Claudia Welsh 843-90703, Section 68(1), 13 February 2017

Justice and Community Safety

Administrative Services Officer Class 5 \$72,986 - \$77,256

Drani Sarkozi 844-81832, Section 68(1), 9 February 2017

Transport Canberra and City Services

General Service Officer Level 5/6 \$51,427 - \$56,596

Shane Cox 846-87443, Section 68(1), 16 February 2017

Administrative Services Officer Class 5 \$72,986 - \$77,256

Jonathan Feng 853-46798, Section 68(1), 13 February 2017

TGSO5/TGSO6/TGSO7 Workshop Staff \$71,012 - \$80,011

Derek Mackay 848-83444, Section 68(1), 14 February 2017

Administrative Services Officer Class 5 \$72,986 - \$77,256

Maricel Reginaldo 853-49278, Section 68(1), 16 February 2017

TRANSFERS

Health

Nancy Chappell: 779-12294

From: Administrative Services Officer Class 2 \$52,208
Community Services

To: Administrative Services Officer Class 2/3 \$52,208 - \$63,661
Health, Canberra (PN. 28595) (Gazetted 17 November 2016)

Mark Franks: 845-22358

From: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)
Health

To: Health Professional Level 3 \$85,967 - \$90,583 (up to \$93,671 on achieving a personal upgrade)
Health, Canberra (PN. 38018) (Gazetted 15 December 2016)

Philippa Keating: 771-97227

From: Registered Nurse Level 3.2 \$112,687
Health

To: Registered Nurse Level 3.2 \$112,687
Health, Canberra (PN. 16024) (Gazetted 24 November 2016)

Shakira Spiller: 786-44463

From: \$112,687
Health

To: Registered Nurse Level 3.1 \$99,680 - \$103,782
Health, Canberra (PN. 17886) (Gazetted 24 November 2016)

Office of the Legislative Assembly

Kathryn Harkins: 827-37064
From: Senior Officer Grade C \$98,997 - \$106,542
Justice and Community Safety Directorate
To: Senior Officer Grade C \$98,997 - \$106,542
Office of the Legislative Assembly, Canberra (PN. 258)

PROMOTIONS

Chief Minister, Treasury and Economic Development

Workforce Capability and Governance Division

Public Sector Management

Professional Standards Unit

Cheryl Condon: 828-66368

From: Senior Officer Grade C \$98,977 - \$106,542
Chief Minister, Treasury and Economic Development
To: †Senior Officer Grade A \$135,384
Chief Minister, Treasury and Economic Development, Canberra (PN. 08418) (Gazetted 9 January 2017)

Economic Development

ACT Property Group

Maintenance and Project Team

Adam Dezman: 609-23966

From: Infrastructure Officer 1 \$65,272 - \$77,123
Chief Minister, Treasury and Economic Development
To: Infrastructure Officer 2 \$78,738 - \$90,588
Chief Minister, Treasury and Economic Development, Canberra (PN. 18973) (Gazetted 10 January 2017)

Shared Services ICT

Technology Services

Service Assurance

Tresna O'Doherty: 827-49217

From: Administrative Services Officer Class 3 \$59,152 - \$63,661
Chief Minister, Treasury and Economic Development
To: Information Technology Officer Class 2 \$78,644 - \$90,006
Chief Minister, Treasury and Economic Development, Canberra (PN. 09907) (Gazetted 10 January 2017)

Community Services

Corporate Services

Asset Management

Facilities Management Team

Paul Bink: 256-54393

From: Administrative Services Officer Class 6 \$78,644 - \$90,006

Education

To: †Senior Officer Grade C \$98,977 - \$106,542

Community Services, Canberra (PN. 36245) (Gazetted 23 November 2016)

Health

Canberra Hospital and Health Services

Cancer, Ambulatory and Community Health Support

Ambulatory Care

Laura Cahill: 839-25673

From: Administrative Services Officer Class 2 \$52,208 - \$57,648

Health

To: Administrative Services Officer Class 3 \$59,152 - \$63,661

Health, Canberra (PN. 16400) (Gazetted 10 November 2016)

Canberra Hospital and Health Services

Antonia Gwyn-Jones: 771-93672

From: Registered Nurse Level 2 \$86,944 - \$92,151

Health

To: †Senior Officer Grade C \$98,977 - \$106,542

Health, Canberra (PN. 16055) (Gazetted 15 December 2016)

Canberra Hospital and Health Services

Surgery and Oral Health

Surgical Wards

Harriet McIntosh: 835-84274

From: Enrolled Nurse Level 1 \$56,784 - \$60,668

Health

To: Registered Nurse Level 1 \$62,609 - \$83,634

Health, Canberra (PN. 32855) (Gazetted 1 January 2017)

This promotion to a non-advertised position has been made in accordance with Section I Clause 72 of the ACT Public Service Nursing and Midwifery Enterprise Agreement 2013-2017.

Justice and Community Safety

Emergency Services Agency

Fire Brigade

Russell Cameron: 333-69840

From: FB6 (Station Officer) \$100,517

Justice and Community Safety

To: †FB7 (Commander) \$119,739

Justice and Community Safety, Canberra (PN. 43803)

Emergency Services Agency

Fire Brigade

Ronald Weston: 333-70323

From: General Service Officer Level 7 \$58,355 - \$61,625

Justice and Community Safety

To: †FB8 (Superintendent) \$138,535
Justice and Community Safety, Canberra (PN. 43803)

RETIREMENTS AND DISMISSALS

Chief Minister, Treasury and Economic Development

Section 123 of the Public Sector Management Act 1994, Michael Eric Wheeler AGS 782-30674, 16 January 2017